



**Board of Directors - Notice of Meeting**  
**November 4, 2021**      **Time: 10:00 am**  
**Remote Via Zoom**

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**Tentative Agenda**

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1. Chair's Remarks
2. Adoption of the Agenda
3. Declaration of Pecuniary Interests
4. Minutes
  - 4.1 Board of Directors September 23, 2021 Meeting Minutes
  - 4.2 Board of Directors October 5, 2021 Special Meeting Minutes
5. Appointments
  - 5.1 GM Appointment – Ken Phillips
  - 5.2 Secretary Treasurer Appointment – Ken Phillips
  - 5.3 Regulations Officer Appointment – Jeff Vlasman
  - 5.4 Regulations Officer Appointment – Meagan Weber
6. General Manager's Report
  - 6.1 Acting GM's Report
7. Chair & Conservation Ontario Report
  - 7.1 Conservation Ontario Verbal Update
8. Presentations
  - 8.1 Floodplain Mapping
  - 8.2 Regulations and the Drainage Act (Part 3)
9. Consent Items
  - 9.1 (a) Business Arising
  - 9.1 (b) Healthy Watershed Program Workshop/ Outreach Update
  - 9.1 (c) Lambton County Mosquito Control Program
  - 9.1 (d) Conservation Services Report
  - 9.1 (e) Regulations Activity Summary
  - 9.1 (f) Planning Activity Summary
  - 9.1 (g) Revenue and Expense Summary
  - 9.1 (h) Disbursements
  - 9.1 (i) 2021 General Levy Receipts
  - 9.1 (j) Investment Reports
  - 9.1 (k) Communications Update
  - 9.1 (l) St. Clair River AOC
10. Other Business Items
  - 10.1 Highland Glen Boat Ramp Committee
  - 10.2 Shoreline Projects
  - 10.3 DMAF
  - 10.4 Conservation Education Update
11. Finance and Administration Reports
  - 11.1 2022 Draft Planning Fees
  - 11.2 Nominating Committee
  - 11.3 2022 Tentative Schedule of Meetings
  - 11.4 Additions to the Administration Manual
  - 11.5 COVID-19 Vaccination Policies
  - 11.6 Comments Received Regarding the Draft 2022 budget

12. Board Correspondence  
(see 13.1)
13. New Business/Addendums
  - 13.1 A.W Campbell House Museum
  - 13.2 Chair and Vice-Chair Appointments
14. Adjournment

Additional Items:

- News Clippings

Please contact Ashley (519-245-3710/ 1-866-505-3710 x 200 or e-mail [Afletcher@scrca.on.ca](mailto:Afletcher@scrca.on.ca)) at the Administration Office if you are unable to attend.

**Disclaimer:** Board members, staff, guests and members of the public are advised that the SCRCA Special Meeting and Authority Board meetings are being video/audio recorded, and will be posted to the Authority's Facebook/ web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Full Authority and/or the SCRCA Board of Directors. The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Authority meeting shall consist solely of the Minutes approved by the Board of Directors.

**Board of Directors Proposed Resolutions**

**(Roll call)**

1. Chair's Remarks
2. **Moved by:** **Seconded by:**  
That the Board of Directors accepts the agenda for the meeting as presented.
3. It is requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.
- 4.1 **Moved by:** **Seconded by:**  
That the minutes of the Board of Directors meeting, held September 23, 2021, be approved as distributed.
- 4.2 **Moved by:** **Seconded by:**  
That the minutes of the Board of Directors special meeting, held October 5, 2021, be approved as distributed.
- 5.1 **Moved by:** **Seconded by:**  
That the Board of Directors welcomes and acknowledges the hiring of Ken Phillips as General Manager of the St. Clair Region Conservation Authority, effective November 1, 2021 and further that Director of Water Resources, Girish Sankar be thanked for his leadership as acting General Manager for the past 2 months.
- 5.2 **Moved by:** **Seconded by:**  
That the Board of Directors acknowledges the hiring of Ken Phillips as Secretary Treasurer of the St. Clair Region Conservation Authority, effective November 1, 2021.

- 5.3            **Moved by:**                                **Seconded by:**  
That the Board of Directors acknowledges the report dated October 20, 2021 regarding the Appointment of Officer Jeff Vlasman under Section 28 of CAA (O.R. 171/06)
- 5.4            **Moved by:**                                **Seconded by:**  
That the Board of Directors acknowledges the report dated October 20, 2021 regarding the Appointment of Officer Meagan Weber under Section 28 of CAA (O.R. 171/06)
- 6.1            **Moved by:**                                **Seconded by:**  
That the Board of Directors acknowledges the Acting General Manager's report, dated October 25, 2021.
- 7.1            **Moved by:**                                **Seconded by:**  
That the Board of Directors acknowledges the verbal report on the Conservation Ontario Council meeting, held remotely on September 27, 2021
- 8.1            **Moved by:**                                **Seconded by:**  
That the Board of Directors acknowledges the presentation on Floodplain Mapping presented by Stu Seabrook of Riggs Engineering.
- 8.2            **Moved by:**                                **Seconded by:**  
That the Board of Directors acknowledges part three of the Drainage Act presentations, titled *SCRCA Drain Review Process*, presented by Watershed Biologist, Kelli Smith.
- 9.1            **Moved by:**                                **Seconded by:**  
That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 9.1 a - 9.1 l.
- 9.1 (a)        *That the Board of Directors acknowledges the updates on business arising from the September 23, 2021 Board of Directors meeting.*
- 9.1 (b)        *That the Board of Directors acknowledges the status report dated October 19, 2021, regarding the Healthy Watershed Program, including the outreach and education events held throughout the watershed and online.*
- 9.1 (c)        *That the Board of Directors acknowledges the status report dated October 21, 2021, regarding West Nile Virus – Lambton County Mosquito Control Program.*

- 9.1 (d) *That the Board of Directors acknowledges the status report dated October 21, 2021, regarding conservation services programs across the watershed including multiple funding sources, spring tree planting survival & maintenance and other vegetation control programs.*
- 9.1 (e) *That the Board of Directors accepts the Regulations Activity Reports on “Development, Interference with Wetlands & Alterations to Shorelines & Watercourses” Regulations (Ontario Regulation 171/06), dated October 29, 2021 and includes the period September 1 to 30, 2021 as presented.*
- 9.1 (f) *That the Board of Directors acknowledges the St. Clair Region Conservation Authority’s monthly Planning Activity Summary Reports dated October 29, 2021, for the period of September 1 to 30, 2021.*
- 9.1 (g) *That the Board of Directors acknowledges the revenue and expenditure report to September 30, 2021, as it relates to the budget.*
- 9.1 (h) *That the Board of Directors approves the September, 2021 disbursements as presented in the amount of \$633,688.75*
- 9.1 (i) *That the Board of Directors acknowledges the status report on the 2021 general levy receipts to September 21, 2021.*
- 9.1 (j) *That the Board of Directors acknowledges the Investment Report, for the period ending September 30, 2021.*
- 9.1 (k) *That the Board of Directors acknowledges the Communications Report dated October 22, 2021 including memorial forests, conservation awards, conservation foundation update and conservation education fundraising.*
- 9.1 (l) *That the Board of Directors acknowledges the report dated October 20, 2021 on the St. Clair River Area of Concern.*

10.1

**Moved by:**

**Seconded by:**

That the Board of Directors appoint the following Directors to be members of the Highland Glen Boat Ramp Committee: Chair, Vice Chair, Tim Wilkins (Plympton-Wyoming), Lorie Scott (Lambton Shores), \_\_\_\_\_ (City of Sarnia), \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.



11.6            **Moved by:**                                         **Seconded by:**  
That the Board of Directors acknowledges the verbal summary of comments received to date on the 2022 Draft Budget.

12.            **Board Correspondence**

13.            **New Business**

*Director Frank Nemcek will be bringing forth a motion to amend the previously adopted motion below (requires 2/3 majority vote):*

***BD-21-79***  
***Burrell - Westgate***  
***That the Board of Directors acknowledges the report dated July 14, 2021 on the removal/tear down of the Campbell House Museum from the A.W. Campbell Conservation Area and approves the recommendations made within the report.***  
***CARRIED***

13.1            **Moved by:**                                         **Seconded by:**  
That the following previously adopted motion be amended to now read that the Board of Directors acknowledges the report dated July 14, 2021 on the removal/tear down of the Campbell House Museum from the A.W Campbell Conservation Area and \_\_\_\_\_ the recommendations made within the report.

13.2            **Moved by:**                                         **Seconded by:**  
That Ken Phillips be appointed chair for the election of the 2021 Chair and Vice Chair.

13.3            **Moved by:**                                         **Seconded by:**  
That Chris Durand and Donna Blue be appointed scrutineers in the event of an election.

13.4            **Moved by:**                                         **Seconded by:**  
That nominations for the position of Chair be closed.

13.5            **Moved by:**                                         **Seconded by:**  
That nominations for the position of Vice Chair be closed.

14.            **Moved by:**                                         **Seconded by:**  
That the meeting be adjourned.



## Board of Directors Meeting Minutes

Date: September 23, 2021 Time: 9:30 a.m.  
Remote

**Present:** Al Broad, Pat Brown, Terry Burrell, Bill Dennis, Joe Faas, Chair; Larry Gordon, Vice Chair; Aaron Hall, , Brad Loosley, Betty Ann MacKinnon, Kevin Marriott, Mark McGill, Dan McMillan, Steve Miller, Frank Nemcek, Lorie Scott, Jerry Westgate, Tim Wilkins

**Regrets:** John Brennan, Frank Kennes, Mike Stark

**Staff Present:** Donna Blue, Manager of Communications; Erin Carroll, Director of Biology; Melissa Deisley, Director of Planning and Regulations; Chris Durand, Manager of IT/GIS; Sarah Hodgkiss, Manager of Planning and Natural Heritage; Sarah Hume, Payroll/ Accounting Clerk; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Tim Payne, Manager of Forestry; Tracy Prince, Director of Finance; Girish Sankar, Acting General Manager/Director of Water Resources; Steve Shaw, Manager of Conservation Services; Jessica Van Zwol, Healthy Watershed Specialist

**Guests Present:** Jessica Barnes, City of Sarnia

The Chair welcomed everyone to the meeting. It was requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.

**BD-21-67**

**Dennis – McMillan**

**“That the Board of Directors adopts the agenda for the meeting as presented.”  
CARRIED**

**BD-21-68**

**MacKinnon - Loosley**

**“That the Board of Directors move in-camera at 9:35 a.m. to discuss personnel matters with Jessica Barnes, City of Sarnia; Chris Durand, Manager of IT and Ashley Fletcher, Administrative Assistant/Board Coordinator remaining present.”  
CARRIED**

A short recess was called following the in-camera portion of the meeting.

Chair Joe Faas provided a verbal report on the actions taken during the in-camera Session of the Board of Directors meeting. The decision was made to move forward in the hiring process with the chosen candidate.



It was also acknowledged that Girish Sankar is acting as General Manager in the absence of Brian McDougall.

**BD-21-69**

**MacKinnon – Marriott**

**“That the Board of Directors rise and report at 10:21 a.m.”**

**CARRIED**

The minutes of the Board of Directors meeting, held June 24, 2021 were reviewed.

**BD-21-70**

**Scott – Burrell**

**“That the minutes of the Board of Directors meeting, held June 24, 2021, be approved as distributed.”**

**CARRIED**

The minutes of the Board of Directors special meeting, held August 20, 2021 were reviewed.

**BD-21-71**

**Burrell – Westgate**

**“That the minutes of the Board of Directors special meeting, held August 20, 2021, be approved as distributed.”**

**CARRIED**

**Search for new General Manager:**

- The Executive Committee met in late June and reviewed and approved the search timeline, job description, proposed position posting and selected a Resume Review Team and an Interview Team
- The position was posted on June 30<sup>th</sup> and applications were due on July 30<sup>th</sup>
- The Executive Committee met on August 6<sup>th</sup> – the Resume Review Team’s evaluations of the 20 applicants were reviewed – 6 applicants were selected for interviews
- The Interview Team met with 5 candidates on August 30<sup>th</sup> and 31<sup>st</sup> – one candidate withdrew his application – the Interview Team was very impressed with the quality of the candidates and after significant discussion, 2 candidates were selected for second interviews
- Second interviews were scheduled for September 17<sup>th</sup>
- The Interview Team will be selecting a preferred candidate and they will be presenting that applicant to the Board of Directors at a Special Meeting to be scheduled in late September

- It is hoped that the new General Manager will be available to start on November 1<sup>st</sup>

**COVID Response Plan:**

- The Authority’s Administrative Office remains open to the public by appointment only
- Staff continue to work from home, where possible, to complete their duties
- Management Team members are working in the office 60% of the time and remaining staff are working in the office 40% of the time
- Mask are worn unless staff are working at their desks, washrooms are disinfected after each use, social distancing is maintained wherever possible and frequent hand hygiene is promoted
- Boardrooms are used on an urgency basis and disinfected frequently
- It had been anticipated that the Administrative Office would move into Phase III of our Return To Work Plan in September, however with the increasing numbers of new cases in the Province (Fourth Wave) due to the Delta Variant, any changes have been put on hold

Authority staff will continue to monitor conditions and will report back to the Board on any proposed changes

**BD-21-72**

**Marriott – McGill**

**“That the Board of Directors acknowledges the General Manager’s report, dated September 8, 2021.”**

**CARRIED**

**Workplan Background:**

- Bill 229 was passed in December 2020, included changes to the Conservation Authorities Act
- In the spring of 2021, the Province released a ‘consultation guide’ for developing the final regulations – SCRCA submitted comments via the Environment Registry
- It has been anticipated that the actual regulations would be circulated in August but we have been advised that we should expect them over the next few weeks
- However, the timelines which were included in the Consultation Guide have not been altered and time remains a very significant issue
- The following workplan is intended to put the required timelines and the work to be completed within those timelines into perspective

### **Draft Workplan:**

- The release of the final regulations will be required to complete the Workplan, however any preparation that can be completed in advance will assist in adhering to the timelines
- Transition time has been extended to Jan 1, 2023 – this should provide an opportunity to understand and implement changes in the levy system which may be proposed under the next phase of regulatory changes
- Extended time may be a possibility but will likely required the Minister's permission
- Commitment to Transparency (Item 6.1) – transition plans are due at year end, 2021 and quarterly reports will be required in 2022
- Conservation Ontario is working with Authorities to prepare templates of the multiple documents and reports that are being required by the Ministry as we continue to implement these changes
- Programs and Services are to be allocated under one of three classes in the transition plan
  - Mandatory Programs and Services (where municipal levy can be used without agreement) – these will only be fully defined with the final regulations
  - Municipal Programs and Services – these are non-mandatory programs and services at the request of a municipality requires a MOU with municipality to receive levy
  - Other Programs and Services – these are non-mandatory programs and services an authority determines are needed – requires a MOU with municipality in order to receive levy
- These MOUs are to be completed by the end of 2022 – this is an incredibly tight timeline and on top of that there are complicating issues:
  - Municipalities dealing with COVID-19 may not be interested in MOUs
  - Two elections in 2022
  - And the need to have a Transition Plan in place by the end of 2021 – not knowing the impacts of all the other influences
- Watershed-Based Resource Management Strategy is expected to be a requirement going forward – the Authority's current strategic plan is due to be updated and should be considered as compliance in this situation – this may require the addition of numeric goals that have not been part of previous iterations
- The final version of this Workplan in combination with the Programs and Services Review will form the Transition Plan which is due at year end
- Municipal Memorandums of Understanding are due January, 2023

- Proposed Timeline:
  - Mid Fall 2021
    - Review plan with municipalities / neighbouring CAs
    - Draft Planning Services Agreements / MOUs
  - By December 1
    - Programs and Services Inventoried and Categorized
    - Draft preliminary Watershed Based Resource Management Strategy – to be used in negotiating MOUs but may not be final until mid-2022
  - By End of December
    - Submit transition plan to Province and make available to the public
    - Programs and Services Inventoried and Categorized
  - By June 2022
    - Consultation on municipal MOUs and report to province
  - By mid-2022
    - Approvals and Posting
  
- Next Steps
  - Reallocate staff resources to complete Transition Planning, MOUs and Watershed Based Resource Management Strategy
  - Board approval of Work Plan following regulations being received from province

**BD-21-73**

**MacKinnon – Nemcek**

**“That the Board of Directors acknowledges the report, dated September 8, 2021 outlining the draft work plan to bring the Authority into compliance with the updated Conservation Authorities Act under Bill 229.”**

**CARRIED**

The Conservation Ontario Council Report on the proposed Conservation Ontario Governance, Accountability and Transparency Initiative and Endorsement of Steering Committee Representatives, and related attachments were reviewed.

**BD-21-74**

**Burrell – Gordon**

**“Whereas the provincial government has passed legislative amendments related to the governance of Conservation Authorities; and whereas the Conservation Authorities remain committed to fulfilling accountable and transparent governance; therefore, be it resolved that the St. Clair Region Conservation Authority endorse the three key actions developed by the Conservation Ontario Steering Committee to update CA Administrative By-laws, to report proactively on priorities, and to promote/demonstrate results; and that Authority staff be directed to work with Conservation Ontario to implement these actions and to identify additional improvements and best management practices.”**

**CARRIED**

The minutes of the Conservation Ontario Council meeting, held remotely on June 21, 2021 were reviewed.

**BD-21-75**

**Dennis – Brown**

**“That the Board of Directors acknowledges the minutes of the Conservation Ontario Council meeting, held remotely on June 21, 2021.”**

**CARRIED**

The report on business arising was reviewed.

***7.1 (a) That the Board of Directors acknowledges the updates on business arising from the June 24, 2021 meeting.***

**Campgrounds:**

**2021 Operations**

- Seasonal campers were allowed to visit campgrounds beginning May 1, 2021 with length of stay restrictions and using washroom facilities in their trailers
- June 11, 2021 – length of stay restrictions removed as Ontario entered Step 1
- June 14, 2021 – transient camping and washrooms opened
- Transient campsites continue to be operated at approximately 50% capacity with no group camping reservations
- Pools are operating with capacity restrictions, timeslots, sign up sheets, and contact information is collected for all attendees
- July 16, 2021 – volunteer led campground events started with Ontario entering Step 3 and outdoor gathering limits increasing to 100 (all events must be approved by Superintendent and follow COVID-19 protocols)
- Rental pavilions and rental canoes/kayaks not being offered in 2021

- Seasonal camping is full at all campgrounds
- Transient campsites are in high demand with very few vacancies

### **Speed Bumps Installed at Campgrounds**

Controlling the speed of vehicles within the campgrounds remains an ongoing issue. SCRCA's family campgrounds are frequented by many children. Placing speed bumps in locations that are prone to higher vehicle speeds will help in slowing down traffic and improving public safety.

- Two speed bumps and signage were installed at each campground (Foundation funded)
- Speed bumps have been well received and more will be installed in future years

### **Warwick Playground Upgraded to Certified Playground Mulch**

Certified playground mulch is a wood fibre product manufactured from virgin wood, eliminating the possibility of foreign objects and chemicals.

- Warwick playground upgraded from sand which is prone to fecal contamination from wildlife and compaction (Foundation funded)
- All 6 playgrounds within SCRCA campgrounds have been upgraded to either Playground Mulch (5) or peastone (1)

### **Fire at L.C. Henderson Washroom Building on August 9, 2021**

- A fire was observed by campers in the men's washroom at approximately 9:00 p.m. and 911 was called
- Petrolia and North Enniskillen fire departments responded quickly and extinguished the fire
- No injuries
- Lambton OPP investigated and reviewed security footage, a suspect was identified and removed from the campground
- The OPP informed the suspect that they are not allowed on SCRCA properties, staff followed up with a letter to the suspect confirming the ban
- The bathroom had fire damage to the bathroom stall and ceiling, soot covering the entire men's washroom, as well as soot in the exhaust vent
- Staff were able to replace the damaged bathroom stall and fixtures, clean soot off all surfaces, and re-open the washroom within a couple days
- After the camping season, staff will need to paint the washroom, replace the ceiling, and replace the bathroom stall partition with the proper panel

### **Algae Bloom at A.W. Campbell Reservoir**

- On July 28, 2021 an algae bloom was observed in the reservoir at A.W. Campbell
- Campground and Biology staff notified the Middlesex-London Health Unit (MLHU) and the Ministry of Environment, Conservation and Parks (MECP)
- It was determined that the algae bloom posed minimal, if any, risk to the drinking water well

- The reservoir was closed to recreational activities and MECP collected water samples
- Staff were notified on August 12 of the test results, microcystins were below drinking water and recreational standards
- The reservoir was re-opened for paddling/fishing after consultation with MLHU
- Staff continue to restrict swimming/pet access and educate campers of the situation

### **Strathroy CA**

- The Head St. gravel parking lot has been expanded to accommodate additional vehicles
- The Rotary trail access into the Strathroy CA from the North has experienced erosion creating unsafe conditions for use, repairs have been completed with funding provided by the Strathroy Rotary Club
- Two new Memorial Benches installed in 2021 (Donations)
- SCRCA received reports of plants being harvested in the spring. Strathroy-Caradoc Police Services were contacted and they assisted in public education through social media. Signs were posted in the parking lot prohibiting plant harvest.
- Staff have dealt with multiple incidents involving camping within Conservation Areas in Strathroy. Strathroy-Caradoc Police Services attended each time and campers were evicted from the CA. Encampments within Conservation Areas is a growing issue for many Conservation Authorities.
- Local high school student Hannah Burns, a member of Ontario Nature's Youth Council, is leading a planting project at Strathroy CA. Hannah and a small group of students will be completing a riparian planting of trees, shrubs, and wildflowers to improve biodiversity and water quality.
- Local residents, Marilyn Buttery and Lynne Lawrence donated \$10,000 to the Strathroy CA for development of an accessible trail. Staff are investigating options and will apply for additional grant funding to improve accessibility on the trails.

### **Coldstream CA**

- Staff are working with the Envirofriends of Coldstream (local community group) and the Poplar Hill Lions Club to replace a bridge within the Coldstream Conservation Area. The Envirofriends and Lions Club have raised more than \$100,000 towards the project, which will cover the majority of the cost. This is a memorial project; the bridge will be named in memory of Al Bycraft, a long time member of Envirofriends. The existing bridge is in poor condition and this is an important upgrade for this property.
- Grant funding has been approved by the Great Lakes Local Action Fund (MECP) to replace 550' of aging boardwalk at Coldstream CA. This project is a partnership with the Envirofriends. Volunteers will assist SCRCA with the removal of the existing boardwalk and construction of the new boardwalk sections. Two volunteer events are scheduled for September and early October.

Staff continue to apply to funding opportunities to replace the remaining 650' of aging boardwalk.

- Off-road vehicle use has been an issue for numerous years at the Coldstream CA. SCRCA owns a 50 acre property northeast of Coldstream Rd. This property contains a pond, a Provincially Significant Wetland, the Sydenham River, and a hardwood bush that is home to a variety of native wildflowers. This property has been open to the public to hike, but has not actively been promoted and maintained. ATV damage has been ongoing and usage was very high during COVID-19. As a result, staff have:
  - Cleared a small parking area and made it more visible
  - Cleared a trail from the parking lot to an existing trail
  - Posted "No Off-road Vehicle" signs
  - Reached out to CTV news and had a story on the 11:00 news on May 7<sup>th</sup>
  - Shared the story on our social media

Staff are applying to funding opportunities to expand the parking lot, improve signage, discourage use of closed trail sections, and rehabilitate the damaged trail loop for hiking. Staff believe increased trail use by local hikers is the best options to deter ATV and other non-authorized uses.

### **Peers Wetland CA**

- In the fall of 2020, berm repairs were completed at Peers Wetland. An overflow pipe was installed and the berm was raised to stop Otter Creek from flooding back into the wetland. With lower water levels in 2021, staff have been able to re-establish a trail loop around the wetland. Staff are continuing to work on rehabilitation of the trail.

### **Wawanosh Wetlands CA**

- A new memorial bench has been installed (donation)
- A section of trail was re-routed to bypass an often wet and muddy section of trail

### **Bridgeview CA**

- SCRCA in partnership with the Town of Petrolia are hosting a shrub planting event at Bridgeview CA. Native shrubs will be planted around the wetland to improve wildlife habitat.

With grant funding provided by the Town of Petrolia's Green Leader Program, SCRCA has implemented a number of projects at Bridgeview Conservation Area

- Pollinator/wildflower habitat has been planted around the new wetland
- Two new benches have been installed adjacent to the wetland
- Fifteen large stock trees have been planted
- Duck boxes have been installed
- Turtle basking logs have been installed
- An interpretive sign will be installed next to the parking lot highlighting the benefits of wetlands and pollinators



**7.1 (b) That the Board of Directors acknowledges the Conservation Areas Report dated August 12, 2021.**

The Coldstream Conservation Area is located in the hamlet of Coldstream, Ontario. The property includes day use facilities, the Sydenham River, a dam/reservoir, woodlot, and wetland. There is an existing trail at the south end of the Conservation Area taking you through a cedar swamp, a rare experience in Southwestern Ontario. The cedar swamp is designated a Provincially Significant Wetland. The park also contains facilities including washrooms, a soccer field, playground, volleyball court, and a pavilion. The reservoir located on the property is used for fishing, paddling, and wildlife viewing.

The Municipality of Middlesex Centre (formerly the Township of Lobo) entered into a lease agreement to manage/maintain Coldstream CA in 1997. At this time, the Envirofriends of Coldstream (a local community group) entered into an agreement with the Municipality to operate Coldstream Conservation Area. The most recent lease agreement started in 2012. This current agreement expires at the end of 2021.

At the end of 2018, the Envirofriends informed the Municipality and SCRCA that they would no longer be involved in Conservation Area operations. The Envirofriends continue to work with SCRCA to complete a Memorial bridge project for which the group has raised significant funding over several years. They have also volunteered their time to assist with a large boardwalk replacement project in 2021.

In 2019, SCRCA and Municipal staff started discussions reviewing the current operating model and lease agreement. The Municipality feels it is advantageous to move away from the current model and turn maintenance tasks and responsibilities back over to SCRCA. Staff have provided the Municipality with a draft budget for 2022.

**Draft Budget**

<b>Description</b>	<b>2022 Budget</b>
Wages & Benefits	\$7,000
Insurance	\$1,000
Taxes	\$900
Grass Cutting	\$8,000
Building Supplies & Maintenance	\$1,500
Garbage Collection	\$500
Utilities	\$1,500

Trail Maintenance	\$3,000
Misc. Maintenance	\$2,500
Oil & Gas	\$300
Vehicle/Equipment Expense	\$250
<b>Total Levy</b>	<b>\$26,450</b>

**Financial Impact:**

Coldstream CA is classified as a locally benefiting, rural CA. Local rural CAs are funded 90% through special levy to the local municipality and 10% non-matching general levy (all member municipalities). Starting in 2022, when the lease agreement expires, Coldstream CA will follow this funding formula.

Draft budget:

Special Levy – Coldstream	\$23,805
Non-matching Levy	\$2,645

***7.1 (c) That the Board of Directors acknowledges the report dated July 7, 2021 on the end of the Coldstream Conservation Area lease agreement with the Municipality of Middlesex Centre.***

**Report Highlights:**

- High intensity rain storms over the past three months have significantly increased the watershed’s precipitation totals, moving SCRCA out of a Level 1 Low Water Condition back to Normal Conditions (Table 1)
- Water levels on the lakes are well below the 2020 levels and are forecasted to continue dropping in the coming months, however remain well above the long term average (Figure 1)
- The current flood threat is low, owing to lower water levels on the Great Lakes, throughout the watershed, and capacity for absorption in the soil

**Watershed Conditions**

- Intense rainstorms over the past three months contributed to a three-month precipitation average of 113.7% for the overall region, up from the previous three-month average of 57.9%
- The six-month regional average rose from 59.7% as reported in the previous conditions report to 87% as of this report

- The twelve-month regional average remained relatively the same, from 81.1% as reported in the previous conditions report to 80.9% as of this report

### **Lake Michigan-Huron**

- In July, the average water level was 40 cm above the long-term average and 46 cm below the July 2020 mean water level
- Water level forecasts predict the average lake level to slowly decline over the next five months

### **Lake St. Clair**

- In July, the average water level was 51 cm above the long-term average level and 30 cm below the July 2020 level
- The lake continued its seasonal spring rise into July and is predicted to drop in the coming months

### ***7.1 (d) That the Board of Directors acknowledges the report dated September 1, 2021, on the current watershed conditions, flood risk and Great Lakes water levels.***

The St. Clair Region Conservation Authority (SCRCA) is continuing to work with Parsons Inc. on the development of an engineering and design plan for managing contaminated sediment in three priority areas of the St. Clair River. Regularly scheduled Sediment Management Oversight Committee teleconferences continue to be held to provide the committee with updates on the project work and to seek input on any proposed changes to the scope of work.

Field activities were completed by Parsons in 2019 and 2020. The work included:

- water velocity measurements at 15 locations, and grain size analysis of sediment at 10 locations to assess sediment stability
- the collection of sediment samples from 99 locations to assess the horizontal and vertical extent of mercury contaminated sediment in each priority area
- a bathymetry survey to measure sediment surface elevations in the targeted areas

After assessing the extensive amount of new data that was collected, in conjunction with historical data, the consultant concluded that:

- There are no measurable risks to fish presented by mercury in sediment.
- The risk-based goal of an average of 3 mg/kg mercury in the surface sediment, to be protective of fish, has already been met in each Priority Area and at the two Buried Deposits.
- There have been significant decreases in mercury concentrations in surface sediment compared to historical results due to natural recovery.
- Re-exposure of the subsurface buried mercury is unlikely.

- An Erosion Resistant Cover is recommended in focused areas within Priority Areas 1, 2 and 3 to enhance erosion protection and decrease mercury concentrations at the surface.
- The planned remedial actions will achieve the sediment management goals and remedial action objectives.

**Update:**

Between June and August of 2021, the SCRCA, with support from Parsons where required, held 8 information sessions to present the results of the field work and the recommended remedial approach. Presentations were made to Aamjiwnaang First Nation, Walpole Island First Nation, regulatory agencies, local industry, local municipalities, the Canadian Remedial Action Plan Implementation Committee, and the Binational Public Advisory Council for the St. Clair River Remedial Action Plan.

A Community Information Session was also held for anyone that was interested in participating, including local media. The session was recorded and subsequently posted to SCRCA’s web site. The questions and answers from the session were also posted.

As per the project schedule, Parsons submitted the draft design report to the SCRCA in August 2021. The draft report has been shared with representatives on the Oversight Committee and is currently under review.

Feedback from the information sessions is being taken into consideration as the consultant continues to work on the design details.

**Next Steps:**

Activity	Timing
Consultant’s Submission of Final Engineering and Design Report	November 2021
Acceptance of Final Engineering and Design Report	December 2021
Implementation of Engineering and Design Plan	To Be Determined

**Strategic Objectives(s):**

Ensure that our rivers, lakes and streams are properly safeguarded, managed and restored.

**Financial Impact:**

Monthly invoices received from Parsons continue to be reviewed to ensure that costs incurred align with the key project deliverables and the contract agreement. Cost

recovery also continues to occur on a quarterly basis with costs shared amongst each of the funding partners in accordance with the funding agreements.

**7.1 (e) That the Board of Directors acknowledges the report dated September 1, 2021, on the Engineering and Design plan for Management of Contaminated sediment.**

The Healthy Watershed Program have restored or enhanced over 1,000 ha of land, and over 4 million trees planted throughout the region. These projects, along with our outreach and education events aim to minimize non-point source sedimentation, nutrient loading, and thermal changes of water bodies within our watershed.

**Update:**

This summer has been busy for Healthy Watershed staff. Landowners are very interested in various stewardship projects on their land. Specifically, tree planting, wetlands, cover crops, and septic system upgrades. We've gone on 8 site visits for wetlands alone.

Healthy Watersheds staff sent out soil health and water quality focused newsletters to over 1,500 landowners in the region.

Outreach events that promote stewardship:

Monday, September 13 – **“Why Wetlands Matter”** by Dr. Dianne Saxe. 7:00 – 8:00 pm (EST); Zoom Webinar.

Tuesday, September 14 – **Coldstream Fish Day**. 2 - 6 pm. A drop-in event highlighting fish and fish monitoring in the Sydenham River. There'll be live demonstrations, "touch tanks", and tanks set up to view the diversity of fish species in the Sydenham River. The event will be held at Coldstream Conservation Area, Ilderton. Park in the lot at the end of Marsh Lane and head down the trail towards the River.

Wednesday September 22 – **National Tree Day**. A celebration of St. Clair Conservation's 60th Anniversary and an event commemorating over 4 million trees planted and 100 ha of wetland restored in our watershed. Staff will highlight the importance of terrestrial and aquatic habitat restoration in the preservation of our local species at risk.

Saturday, October 2 - **Bridgeview Community Tree Planting Event**. 9 – 11 am; This public event at the Bridgeview Conservation Area in the Town of Petrolia will see 560 native shrubs and 40 native riparian perennials planted by the community, SCRCA staff, and Town of Petrolia staff. The goal is to continue to naturalize a portion of Bridgeview park (on the south side of Petrolia Line).

**7.1 (f) That the Board of Directors acknowledges the report dated September 3, 2021 on the Healthy Watersheds Program update.**

Healthy Lake Huron (HLH) is a campaign working towards maintaining and improving water quality of the Lake by taking local action from Sarnia to Tobermory. Technical team members include staff from SCRCA as well as Ausable Bayfield, Saugeen, and Maitland Valley Conservation Authorities, provincial ministries (OMAFRA, MECP), and community groups. HLH provides outreach and educational opportunities for coastal communities, rural centres, and agriculture. Team members work with farmers to implement BMPs that will build their soil health and keep nutrients on the land; with coastal communities to improve dune habitat and invasive species removal and with rural centres to promote rain gardens, trash clean ups, and naturalization projects.

**Update:**

**Dune Grass outreach**

To connect with a broader audience, SCRCA staff have created online content regarding the Lake Huron Coast. In the spring, the Municipality of Lambton Shores reached out staff to discuss options for a post-construction site along a newly installed sidewalk leading to Ipperwash Beach. Staff were able to provide feedback as well as staff on-site during the native dune grass planting. Although dune grass transplants are better completed in the fall, it was best to secure the side slope with native plants that could begin to grow roots over the summer. Leaving a bare side slope during heavy rain events in the summer would surely lead to erosion. While we participated, we shot a short video about the importance of dune grasses for dune health and healthy beaches. Since May 19, the video has been viewed 219 times. Link to video:

<https://www.youtube.com/watch?v=cOLONvuWWhrA>

This video has led to the Lambton Shores Nature Trails group reaching out for more information about planting dune grasses and a potential community event in the fall. We are also now looking into installing bird habitat on a trail in Forest to promote trail users connections to nature.

**Promoting young women in aquatic research**

SCRCA staff held an interview with Sarnia area Grade 10 student Annabelle Rayson who conducted a research study on manipulating zooplankton populations in a controlled environment to determine their ability to control harmful algal growth. This project won at the Lambton County Science Fair and Annabelle went on to present at the Youth Canada Science Fair, where she placed Silver in her category! Since then, SCRCA staff have connected Annabelle to University of Guelph researchers who will further her research. The video interview was well received on social media and to date, the YouTube link has been viewed 73 times. Link to video:

[https://www.youtube.com/watch?v=YnIL\\_HWMeIQ](https://www.youtube.com/watch?v=YnIL_HWMeIQ)

### **Ipperwash Phrag Phighters & Lambton Shores Phragmites Community Group**

Staff have been coordinating efforts with IPP to tackle the removal of Phragmites in Lambton Shores. Staff helped out in July spraying and cutting Phragmites at the Lambton United Church Camp. Staff also filmed a video that is currently being edited for outreach purposes.

### **Healthy Lake Huron Erosion Mapping Project with HLH Conservation Authorities**

The HLH team (made up of staff from SCRCA, ABCA, SVCA, MVCA, and GSCA), specifically GIS staff, developed maps to understand the risk of soil erosion throughout the Lake Huron basin. The focus was on agricultural land use. The team used OMAFRA and AAFC data that analyzed water erosion risk based on rainfall, soil type, and slope. The erosion potential was categorized under the AAFC labels of severe, high, moderate, low, and very low.

The GIS team looked at:

- The % of each erosion class under natural cover
- The % of each erosion class under agricultural production
- The % of each erosion class under a rotation with three or more crop types (such as corn; soybean; wheat; corn) compared to a rotation with two or fewer crop types (such as corn, soybean).

Mapping allowed the HLH team to examine where the greatest risk of erosion is, how much severely erodible land is under natural cover vs. agricultural production, and how certain agricultural practices such as diverse crop rotations, cover crops, and permanent cover (i.e. pastures) can mitigate erosion potential.

According to AAFC, land that has severe erosion risk should be under permanent cover, whereas areas that have low erosion risk (based on soil type, slope and rainfall) should utilize cover crops and promote diverse (>3 crop rotations).

Upcoming Event: 9<sup>th</sup> Annual Ipperwash Beach Cleanup, September 11, 2021 9:00 a.m.-11:00 a.m. Meet at the boat launch at the end of Ipperwash Road.

### ***7.1 (g) That the Board of Directors acknowledges the report dated September 3, 2021 on the Healthy Lake Huron Program update.***

The regulations activity report on “Development, Interference with Wetlands & Alterations to Shorelines & Watercourses” Regulation (Ontario Regulation 171/06) was reviewed.

### ***7.1 (h) That the Board of Directors accepts the Regulations Activity Reports on “Development, Interference with Wetlands & Alterations to Shorelines & Watercourses” Regulation (Ontario Regulation 171/06), dated September 3, 2021 and includes June 1, 2021 to August 31, 2021, as presented.***

The monthly planning activity summary report for June, July and August, 2021 were reviewed.

**7.1 (i) That the Board of Directors acknowledges the St. Clair Region Conservation Authority's monthly Planning Activity Summary Report dated August 31, 2021 for June, July and August, 2021.**

The revenue and expenditure report to July 18, 2021 was reviewed.

**7.1 (j) That the Board of Directors acknowledges the revenue and expenditure report to July 18, 2021, as it relates to the budget.**

The June to August, 2021 disbursements were reviewed.

**7.1 (k) That the Board of Directors approves the June to August, 2021 disbursements as presented in the amount of \$2,581,151.53.**

The status report on the 2021 general levy receipts to August 31, 2021 was reviewed.

**7.1 (l) That the Board of Directors acknowledges the status report on the 2021 general levy receipts to August 31, 2021.**

The investment statements for the period ending June 30, 2021 were reviewed.

**7.1 (m) That the Board of Directors acknowledges the investment statements for the period ending June 30, 2021.**

The minutes of the Joint Health and Safety Committee minutes, held on March 26 and June 8, 2021 were reviewed.

**7.1 (n) That the Board of Directors acknowledges the minutes of the March 26, 2021 and June 8, 2021 Joint Health and Safety Committee."**

## **Conservation Education – 2021-2022 School Year**

On September 7, 2021, the SCRCA Conservation Education team will return to work for the 2021-2022 school year.

School boards released their "Return to Learn" plans throughout the summer that outline COVID-19 policies for the 2021-2022 school year including whether field trips would be permitted and if visitor access restrictions would be lifted. Virtual learning models continue to be offered in addition to in-person learning models. Below is a summary of current plans for each of the major school boards the SCRCA serves.



School Board	Return to Learn Plan
Lambton Kent District School Board	<ul style="list-style-type: none"> <li>• Visitors permitted pending successful COVID-19 screening and advanced arrangement (unsure if this will include SCRCA in-class conservation education programs)</li> <li>• Field trips are permitted</li> </ul>
St. Clair Catholic District School Board	<ul style="list-style-type: none"> <li>• Visitors permitted pending successful COVID-19 screening and advanced arrangement (unsure if this will include SCRCA in-class conservation education programs)</li> <li>• Field trips are permitted</li> </ul>
Thames Valley District School Board	<ul style="list-style-type: none"> <li>• Gradual return to permitting visitors into schools; currently only those visitors who are deemed essential and have been approved by school administration will be allowed into TVDSB schools</li> <li>• Field trips not permitted</li> </ul>
London District Catholic School Board	<ul style="list-style-type: none"> <li>• Visitors are prohibited except for emergency circumstances or for limited pre-arranged appointments/meetings</li> <li>• Field trips are not permitted for at least the month of September</li> </ul>

Discussions will be held over the next month to finalize the SCRCA’s 2021-2022 conservation education program strategy and options.

**2021 Conservation Scholarships**

On July 12<sup>th</sup> and July 17<sup>th</sup>, the recipients of the 2021 Conservation Scholarships were presented with their awards.

In recognition of the SCRCA’s 60<sup>th</sup> Anniversary, the St. Clair Region Conservation Foundation generously approved an additional \$2,000 in scholarship funding that was distributed between all applicants to the 2021 scholarship program as a one-time “60<sup>th</sup> Anniversary Bursary”.

**A.W. Campbell Memorial Scholarship (\$1,000)**  
Zachary Zavitz, Strathroy District Collegiate Institute, Strathroy

**A.W. Campbell Memorial Scholarship (\$1,000)**  
Nicole Guthrie, Northern Collegiate Institute and Vocational School, Sarnia

**Tony Stranak Conservation Scholarship (\$500)**

Johanna Xiu DeKoning, Holy Cross Catholic Secondary School, Strathroy

**Mary Jo Arnold Conservation Scholarship (\$500)**

Lucie Slakmon, Northern Collegiate Institute and Vocational School, Sarnia

**Events**

**Special Virtual Presentation – Dr. Dianne Saxe – Why Wetlands Matter**

Date – Monday, September 13, 2021

Time – 7:00 pm – 8:00 pm

Platform – Zoom Webinar

**Geocaching Adventure/CITO (Cache In, Trash Out)**

Date – Sunday, September 19, 2021

Time – 9:00 am – 3:00 pm

Location – Lorne C. Henderson Conservation Area, Petrolia

**National Tree Day/SCRCA Celebration – 4 Million Trees Planted, 100 Hectares of Wetland Created**

Date – Wednesday, September 22, 2021

Time – TBD

Location – Gold Creek Drive at Komoka Road, Komoka (More details coming soon)

**Foundation Memorial Forest Dedication – Cancelled – To be held virtually**

Date – Sunday, September 26, 2021

Time – 2:00 pm

Location – Lorne C. Henderson Conservation Area, Petrolia

**Media and Social Media Analytics:**

In order to continually improve upon our activities related to local media outlets and social media, communications staff will be reviewing analytics to help assess our communications efforts.

The following statistics cover the timeframe from June 1, 2021 to August 31, 2021:

**Media Relations**

<b>Activity</b>	<b>2021 (June - August)</b>	<b>2020 (June - August)</b>
Media Releases	8	5
News Article Mentions	231	106
	19	

## Social Media

### Facebook

Activity	Total	2021 (June – August)	2020 (June – August)
New Likes	1832	29	80
New Followers	1910	31	83
Posts	--	53	77

### Twitter

Activity	Total	2021 (June – August)	2020 (June – August)
Tweets	--	90	74
Retweets	--	56	35
New Followers	769	30	29
Engagements*	--	1051	981

\* Engagements = clicks, retweets, replies, follows, and likes

***7.1 (o) That the Board of Directors acknowledges the Communications Report, dated September 5, 2021, including information regarding Conservation Education, Coming Events and Conservation Scholarships.***

## RAP Coordination

On June 14, 2021, the Areas of Concern Annex (Annex 5) leads for the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health supported the “not impaired” designation recommended by the Canadian Remedial Action Plan Implementation Committee (CRIC) for the Fish Tumours or Other Deformities beneficial use impairment. This marks another milestone for the St. Clair River Area of Concern, with four beneficial uses remaining “impaired” and one “requires further assessment”.

Following the announcement of this re-designation, Natasha Pozega, RAP Coordinator, was interviewed by local reporter, Paul Morden, to provide any update on the status of beneficial use impairments in the St. Clair River. The article was circulated by several media outlets including the Sarnia Observer, Sarnia this Week, Chatham Daily News, and Wallaceburg Courier Press.

The Initial Draft Status Assessment Report for BUI 9-*Restrictions on Drinking Water Consumption or Taste and Odour Problems* was presented to the Binational Public Advisory Council (BPAC) on August 19, 2021. An updated report will be presented to the CRIC for formal decision at the next meeting. This BUI is currently considered “impaired”, and the report recommends re-designation to “not impaired”.

## Meetings

### Canadian RAP Implementation Committee (CRIC)

- Next Meeting: TBD

### Friends of the St. Clair River (FOSCR)

- June 28, 2021 – Signage Project Sub-committee – Teleconference
- July 27, 2021 – Signage Project Sub-committee - Teleconference
- Next Meeting: TBD

### Binational Public Advisory Council (BPAC)

- August 19, 2021 – Teleconference
- Next Meeting: TBD

## Outreach and Engagement

RAP Coordinator, Natasha Pozega attended the Bluewater Anglers Walleye Derby on August 7, 2021 to promote the St. Clair River Fish Consumption Survey launched earlier this year. This survey will collect information about fishing locations, fish consumption behaviors, and limited demographics about the individual. This survey supports the advancement of BUI 1- *Restrictions on Fish and Wildlife Consumption* and was identified as a deliverable in the 2017-2022 St. Clair River Area of Concern Workplan. The survey can be completed at [friendsofstclair.ca/fishsurvey/](https://friendsofstclair.ca/fishsurvey/).

The Friends of St. Clair River (FOSCR) was a Silver Sponsor for the visit of Theodore Too to Sarnia-Lambton. Theodore TOO is a replica of the famous cartoon tugboat who has recently moved from Halifax, NS to the Hamilton Harbour. Theodore is currently on a mission to promote careers in the marine industry and to emphasize the importance of maintaining, preserving, and restoring Canadian bodies of water. Natasha Pozega, RAP Coordinator, organized a booth with FOSCR on August 26, 2021 at the Mooretown Docks and August 28 & 29, 2021 at Centennial Park in Sarnia to talk to the public about the importance of restoring and protecting the St. Clair River. The event was very well attended with an estimated 3000 visitors to the Mooretown Docks alone. Due to restrictions associated with the COVID-19 pandemic, the St. Clair River Science Symposium was converted to a 3-part virtual series for 2021-22. The second session is scheduled for October 20, 2021 from 7pm-8pm and will update the community on *Fish and Wildlife Populations in the St. Clair River*. This is a free event that is open to all. Registration is now open at [friendsofstclair.ca/symposium](https://friendsofstclair.ca/symposium).

The Friends of St. Clair River and the RAP Office continue to partner on the production of St. Clair River News, a free monthly E-Newsletter. The goal of this newsletter is to increase awareness and engagement in the Area of Concern and highlight environmental initiatives happening in the region.

Each of the past newsletters can be viewed at [friendsofstclair.ca/about-us/newsletters/](http://friendsofstclair.ca/about-us/newsletters/).

### **Strategic Objectives(s):**

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes.

**7.1 (p) That the Board of Directors acknowledges the St. Clair River Area of Concern Update Report, dated September 3, 2021.**

**BD-21-76**

**Miller – Nemcek**

**“That the Board of Directors approves the consent agenda and endorses the recommendations accompanying Items 7.1 a - 7.1 p.”**

**CARRIED**

The Wawanosh Wetlands Conservation Area (WWCA), was created in the 1980's by Ducks Unlimited Canada in partnership with St. Clair Region Conservation Authority. WWCA can be found at 6011 Blackwell Side Road, east of Sarnia. This property has a triangular shape with Highway 402 forming the south boundary and Perch Creek forming the west boundary. The southern half of the property is Provincially Significant Wetland.

The two wetlands on the property provide staging habitat for North American waterfowl along their migratory routes on both the Mississippi and Atlantic flyways. The wetlands and adjacent upland area provide habitat for other migratory birds and wetland wildlife including turtles, amphibians, fish, and muskrats. As well, the WWCA is a popular destination for a large number of visitors who enjoy activities on the property such as hiking, biking, bird watching, and fishing.

Invasive *Phragmites australis*, a grass that grows in wet conditions, has become very dense throughout the property. Phragmites is negatively affecting wildlife habitat, out competing native plants, and impacting the aesthetic enjoyment of visitors.

In the fall of 2020, Dr. Janice Gilbert, Executive Director of the Invasive Phragmites Control Centre was contracted to develop a phragmites management plan for WWCA. This plan was reviewed by the Board of Directors.

## WWCA Phragmites Management Plan:

The plan Dr. Gilbert has developed splits the property into smaller compartments and provides 3-6 year management strategies for each compartment. Below is the summary table outlining the costs to control phragmites in each compartment.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>PMA 1</b>	\$13,500	\$2,000	\$1,000			\$16,500
<b>PMA 2</b>	\$60,000	\$60,000	\$6,750	\$4,500		\$131,200
<b>PMA 3</b>	\$56,600	\$56,600	\$56,600	\$13,750	\$13,750	\$197,300
<b>PMA 4</b>	\$5,400	\$2,400	\$1,100			\$8,900
<b>PMA 5</b>	\$3,200	\$2,200	\$1,100			\$6,700
<b>PMA 6</b>	\$2,400	\$1,100	\$1,100			\$4,600
<b>Total</b>	\$141,300	\$124,300	\$67,650	\$18,250	\$13,750	\$365,250

## Strategy Moving Forward:

Due to the significant costs associated with eliminating phragmites from WWCA, staff are proposing to tackle Phragmites Management Area 1 (PMA-1) using SCRCA staff. This PMA is not as densely populated as the other areas. By starting in PMA1, staff will be able to evaluate how effective control methods are before considering larger areas and assess the feasibility of other PMAs.

By using staff resources, the costs will be slightly reduced from the estimates in the plan. PMA 1 will serve as a demonstration site as it is highly visible to property visitors. This will be important, as significant funding would need to be raised if SCRCA is to proceed with phragmites management in other PMAs.

PMAs with greater densities of phragmites would require a combination of staff and contractor labour.

## Financial Impact:

Anticipated costs to treat PMA 1 over a three-year period are approximately \$12,000 to \$14,000. Funding for this project will be obtained through grants and donations. As such, the start date will be funding dependent.

## BD-21-77

**Burrell – McMillan**

**“That the Board of Directors acknowledges the report dated July 22, 2021 on the Wawanosh Wetlands Invasive Phragmites Plan.”**

**CARRIED**

## Property History:

In approximately 1908, a group of local farmers held a picnic in the bush on the farm of Duncan Bolton, the site of the present Conservation Area. The picnic included live music, fireworks, and baseball. A rental fee was paid to Mr. Bolton. The event continued annually on the second Wednesday in August. In 1934, the group formed a non-profit corporation (Shetland Picnic Corporation) to acquire the property from Mr. Bolton. In 1934, the approximately 10 acre property was purchased. In 1952, an additional 5 acres on the North side of the river was purchased across from the picnic grounds.

On the 8th of May, 1963, the corporation conveyed all the lands acquired to the Sydenham Valley Conservation Authority for \$1.00 on the condition that the property would be maintained in perpetuity as a Conservation Area and Park for the inhabitants of the community and others. (Above history obtained in 1972 from Frank Johnston and Eric G. Moorhouse, Frank Johnston was the Secretary of the Shetland Picnic Corporation from 1920 - 1963)

The Township of Dawn-Euphemia has been managing and maintaining the Shetland Conservation Area including the campground for many years. A formal lease/management agreement has never been in place.

## Background:

In September 2020, the SCRCA Board of Directors passed the following resolution:

*BD-20-77*

*Burrell – Nemcek*

*“That the Board of Directors acknowledges the report dated September 4, 2020 regarding Shetland Conservation Area and further affirms the Authority’s commitment to retain the property in perpetuity and still further directs staff to draft an updated management agreement for the property for approval by Dawn-Euphemia Council as well as the Board of Directors.”*

A draft copy of the lease was reviewed by the Board of Directors.

The lease has been revised several times through discussions with Dawn-Euphemia staff and consultation with legal counsel. Dawn-Euphemia staff have recommended changing clause 4(6) and Dawn-Euphemia council requested the following change:

Current clause:

- 4(6) If at any time and from time to time, the C.A. receives an arm’s length offer to purchase the Premises which it is willing to accept (other than any offer from any government department, commission, or Conservation Authority or public body), then it shall give the Municipality a copy of such an offer and the Municipality

shall have the right for a period of forty-five (45) days from receiving such an offer to purchase the Lands and Premises on the same terms and conditions as set out therein.

Dawn Euphemia has requested that clause 4(6) be revised to reflect:

that in the event that the CA is in a position to dispose of the Shetland Park and Campground, due to change of legislation, lack of interest or other reason, then the municipality shall have first option of ownership and as such, the CA shall donate the park back to the municipality and that the municipality shall have the right for a period of forty-five (45) days to accept or reject the transfer of ownership; AND upon transfer of ownership, the Conservation Authority may be able to recoup appropriate costs as mutually agreed to by both parties.

Municipal Concerns:

- That the Shetland Conservation Area remain open to the public and not be sold to a private investor
- Hesitant to make capital investments in property if it could be sold and investment lost
- Private investor could make an offer that is beyond what the Municipality is willing to pay

**Financial Impact:**

Amending clause 4(6) as recommended by the Municipality would limit the Authority and any future Board of Directors if they deem it necessary to sell this property. Although the Board of Directors 2020 motion “affirms the Authority’s commitment to retain the property in perpetuity”, legal counsel has advised against such a clause.

In the event that the Municipality wishes to make a significant capital investment in the property, subsequent agreements can be drafted to protect that investment.

**Directors Comments:**

Directors voiced concern in respect to the intent of the original donation of land. A verbal background and clarification was provided by the Manager of Lands, Greg Wilcox. The original motion to reject the proposed changes to clause 4.6 of the draft lease agreement was amended by Director, Mark McGill in favour of the changes to this clause, as proposed by the Township of Dawn-Euphemia.



**BD-21-78**

**Scott – Miller**

**“That the Board of Directors acknowledges the report dated August 30, 2021 regarding the draft lease agreement for the Shetland Conservation Area and approves this document, with the inclusion of proposed revisions to clause 4.6, as requested by the Township of Dawn-Euphemia and further directs staff to notify the Township of Dawn-Euphemia of this decision.”**

**CARRIED**

The Authority opened the Campbell House Museum in the early 1970's. The house was furnished with items from the late 1800's to look like a typical farmhouse from that period. Display items were obtained through donations. Items were acquired during the 1970's and gift agreements were made with the donors. During the 1970's the museum typically operated a few days per week from May to September. Operating costs were funded through Ontario's Historical and Museums Branch.

At some point in time during the 1980s, the Museum hours of operation changed and it only opened one weekend each year during the Maple Syrup festival. It continued to operate in this fashion until 2001. In 2001, the Museum was broken into and a number of artifacts were stolen. The Museum has not operated since 2001.

An existing memorial plaque is located across the laneway from the Campbell House Museum.

### **Safety Concerns:**

The Museum building has deteriorated and it is unsafe for public use. Throughout recent years, the building has regularly been broken into during the camping season. Young campers cannot resist getting into and exploring the old building. Unfortunately, this could lead to someone being injured.

### **Building Removal Recommended:**

The costs to repair the building would be very significant. The Museum has not operated for approximately 20 years and the recommended option is to remove it. The contents of the building have also deteriorated and only a portion of the contents may be salvaged. Staff will contact local museums to determine the level of interest in the salvaged items. Items remaining will be sold via auction with any revenues being used to cover the cost of the demolition.

Staff will contact Brooke-Alvinston to discuss any available opportunities for building use prior to or during removal.

Removal Steps:

- Disconnect hydro and install a new outdoor panel to feed the Group C camping area which is currently powered by the panel in the Museum
- Remove historical items and store them in a rented storage container until determination is made on what to do with them
- Contact local museums to determine interest in donation of artifacts
- Sell or dispose of remaining items
- Building demolition and site rehabilitation

**Financial Impact:**

Electrical Work	\$7,500
Storage Container Rental	\$1,200
Demolition and Debris Removal	\$6,500
Site Rehabilitation	\$1,500
Total	\$16,700

Funds to cover costs associated with the removal of the Campbell House Museum will come from the Campground Capital reserve account.

**BD-21-79**

**Burrell – Westgate**

**“That the Board of Directors acknowledges the report dated July 14, 2021 on the removal/tear down of the Campbell House Museum from the A.W. Campbell Conservation Area and approves the recommendations made within the report and further that the Municipalities of Brooke-Alvinston and Southwest Middlesex be notified.”**

**CARRIED**

During the 1970’s, significant provincial funding was provided to purchase and develop conservation lands. This funding was reduced in the 1980’s. Conservation Authorities were required to classify Conservation Areas as Regional or Local and the province provided reduced capital funding only to Regional CAs. At that time, the three SCRCA campgrounds were designated “Regional”. This designation is no longer used by the Province, but remains in use by the Authority to determine how Conservation Areas are funded.

Classification of Conservation Areas from SCRCA’s “Watershed Plan Background Report: Recreation Land Management, November 1984”:

1. Regional/Rural
  - Multi-purpose, Regional Centres
  - Active recreation opportunities such as camping and museums

2. Local/Urban

- Day use area, facilities and services reflect local needs
- Maintenance and operating costs funded through special levy

3. Local/Rural

- Day use areas, facilities and services reflect local needs
- Maintenance, operation, and development costs funded through special levy

1990:

The SCRCA decided to use a special levy system to support the locally benefitting CAs rather than increase general levy. Locally benefitting CAs were divided into two groups, in town and rural.

- local/rural CAs used a 50:50 cost share formula (50% special levy to local Municipality:50% General Levy)
- local/in town CAs were funded at 100% by the local Municipality. Municipalities had the option to provide funding to the Authority for maintenance or lease the Conservation Area and manage/maintain at their own expense.

Motion from 1990 Executive Committee:

The Finance and Administration Advisory Board has recommended that Towns which have a Conservation Area within their municipality be charged 100% for the costs of maintenance commencing for the year 1990. This proposal is a direct result of a Review of Conservation Authorities program by the Province of Ontario, which treats these Conservation Areas as non-grantable by the Ministry of Natural Resources.

*EC-90-035*

*MacIntyre – Wray*

*“That the Executive Committee approves the recommendation of the Finance and Administration Advisory Board that towns which have a conservation area within their municipality be charged 100% for the cost of maintenance commencing for the year 1990.”*

Motion from 1990 General Meeting:

A resolution to revise the financing for the maintenance of local conservation areas was considered.

*GM-90-28*

*Dedecker – Douglas*

*“That the Fall General Meeting approves the recommendation of the Executive Committee for a 50% cost sharing policy for the annual net maintenance costs for the local Conservation Areas of Shetland, Coldstream, Wawanosh Wetlands, Highland Glen, Charles J. McEwen, Clark Wright, and Melwood with the benefitting municipalities in which these areas are located and further that this policy be effective in 1991 and a*

*financial analysis for each site be presented for consideration to each municipality affected by this policy.”*

Starting in 1996, local/rural CA funding switched from the 50:50 cost share to a 90:10 cost share with the Municipality funding 90% of maintenance costs. The remaining 10% is funded through general levy. Also in 1996, the Highland Glen Conservation Area was re-designated as a regional conservation area.

Motion from 1996 Executive Committee:

A proposal to designate the Highland Glen Conservation Area as a regional Conservation Area was considered.

*EC-96-150*

*Dedecker – Skinner*

*“That the Executive Committee recommend to the Board of Directors that Highland Glen be designated a regional conservation area and further that staff of the St. Clair Region Conservation Authority and the Township of Plympton endeavour to raise funds to offset the cost to general levy including establishing a user fee for launching boats.”*

Motion from 1996 General Meeting:

*The Executive Committee has recommended that the Highland Glen Conservation Area be designated as a regional conservation area for 1997 and beyond.*

*GM-96-157*

*Rankin – Webb*

*“That the Board of Directors approves the recommendation from the Executive Committee, that the Highland Glen Conservation Area be designated a regional conservation area in 1997 and beyond.”*

**Financial Impact:**

<b>Regional CAs (general levy)</b>	<b>Local/In Town (100% of costs to local municipality)</b>	<b>Local/Rural (90:10 cost share with local municipality)</b>
A.W. Campbell	Strathroy	Coldstream
L.C. Henderson	Camden	C.J. McEwen
Warwick	Tony Stranak	Wawanosh Wetlands
Highland Glen	Esli Dodge	Shetland
	Bridgeview	Clark Wright
	Crothers	Peers Wetland

Most Conservation lands located “in town” are leased to the local Municipality for management and maintenance.

Coldstream CA has been leased to Middlesex Centre (formerly Township of Lobo) since 1997. C.J. McEwen was leased to Plympton-Wyoming in 2020. Although designated as local/rural CAs, upon entering into the lease agreements the Municipalities have paid 100% of the costs of management and maintenance.

Regional Conservation Areas with campgrounds do not receive levy funding and operate on a self-sustaining basis including the accumulation of a capital reserve to assist in funding necessary upgrades and improvements.

**BD-21-80**

**Burrell – Nemcek**

**“That the Board of Directors acknowledges the report dated July 14, 2021 on the history of Conservation Area funding.”**

**CARRIED**

The following information was compiled from a review of SCRCA’s Highland Glen Conservation Area files and the official minutes of Board of Directors and Committee meetings.

**Highland Glen Conservation Area History:**

1974

- SCRCA Proposed Land Assembly Program for Lake Huron Shoreline developed with a list of possible properties for acquisition including Highland Glen

1976

- Acquisition of Highland Glen (“Anderson” property, ~\$293,000)
- Province funded 65%, Authority funded 35%
- Authority share split 30% City of Sarnia, 20% Sarnia Township, 30% Plympton Township, 20% Town of Forest

1977

- Acquisition of Highland Glen (“Bradley” property, ~\$30,000)
- Province funded 65%, Authority funded 35%
- Authority share funded through general levy

1980

- Highland Glen erosion control report by MacLaren Engineers, Planners, and Scientists Inc.
- Annual erosion rates along the Highland Glen beach estimated between 0.2 and 0.4 metres per year
- Recommended to protect both the low and high bluff areas with seawall or longshore revetment

1980

- Highland Glen Master Plan completed
- Acknowledged the shortage of boat launching facilities in the area
- Recommended acquiring the property to the North to create a boat launching facility (was never acquired)

1984

- April 2 – The Council of the Town of Forest passed a resolution requesting the Authority to consider the development of a public boat launch at Highland Glen CA
- May 10 - Conservation Areas Advisory Board recommends that a boat ramp not be installed at the Highland Glen Conservation Area

1985

- Request by Plympton Township, Bluewater Anglers, and public to provide fishing and recreational boat access point at Highland Glen Conservation Area
- May 30 - Conservation Areas Advisory Board recommends the construction of a boat ramp at Highland Glen Conservation Area

1986

- Access road and parking lot constructed at a cost of approx. \$50,000
- cost shared 50% Province, 50% Plympton Township

1987

- Boat ramp constructed at a cost of approx. \$60,000
- cost shared 50% Province, 50% Plympton Township

1988/89

- Boat ramp receives active use
- Several accidents and complaints as a result of lack of protection from unpredictable lake conditions
- Threat to property and life if protective measures not constructed

Late 1980's

- Gatehouse operated for a few years to collect boat ramp fees
- Discontinued as it was not financially feasible

1989

- Representatives from Provincial and Federal Members of Parliament, Plympton Township, Lambton County, Conservation Authority, and MNR meet to review project
- Funding commitment from Federal Small Craft & Harbours (\$60,000) and Plympton Township (\$25,000)

- \$10,000 MNR funding re-allocated from proposed development at Shetland and Esli Dodge CAs
- \$50,000 of additional funding required, requested from the Province through Conservation & Recreation Land Management Capital Development and Resident Sport Fishing License Program

1990

- Contract awarded for steel component of work
- \$50,000 shortfall to complete project remains, Plympton Township lends Authority \$50,000 interest free to complete armour stone component of project to be repaid by Dec. 31, 1990
- Project substantially complete and open to the public June 28

2016

- McKay Pay app payment system introduced to collect fees from boat ramp users

2019

- Damaged observed to a groyne and the boat ramp walkways making it unsafe for use, erosion damage also threatening the infrastructure

2020

- Boat ramp closed to the public due to safety concerns
- Data request submitted to MTO to determine the municipality of origin of boat ramp users based on licence plate numbers collected in 2017 – 2019

<b>Municipality</b>	<b>Any Fee Paid</b>	<b>Single Use Fee</b>	<b>Season Fee</b>
Adelaide-Metcalf	22	22	0
Brooke-Alvinston	27	22	5
Chatham-Kent	6	6	0
Dawn-Euphemia	2	1	1
Enniskillen	61	52	9
Lambton Shores	188	138	49
Middlesex Centre	10	10	0
Plympton-Wyoming	125	98	27
Sarnia	140	127	13
St. Clair	16	16	0
Strathroy-Caradoc	32	31	1
Warwick	10	8	2
Out of Watershed	207	189	18
No Data	98	77	21

Fees paid by municipality. This does not capture any boat ramp use that was not paid for or where the licence plate was entered incorrectly. Some “out of watershed” users are likely to be cottage owners in the area, whose licence plates are registered at their

home address. Others will be “out of watershed” residents who are renting/camping in the area or have travelled to use the facility.

2020

- AECOM contracted to complete a report on the Highland Glen Conservation Area and boat ramp

2021

- AECOM completed the study in July of 2021
- Boat ramp remains closed

### **BD-21-81**

#### **Scott – Burrell**

**“That the Board of Directors acknowledges the report dated August 13, 2021 on the history of the Highland Glen Conservation Area.”**

**CARRIED**

The Highland Glen Conservation Area was purchased by SCRCA in 1976 and 1977 to provide public access to the Lake Huron shoreline. It comprises approximately 26 acres of predominantly wooded land. Situated on the Lake Huron shoreline, it is located in Plympton-Wyoming approximately 10km west of Forest. The Conservation Area contains an access roadway, parking lot, pavilion, and boat ramp with seawall and groyne protection. The boat ramp remains closed at this time due to safety concerns.

In 2020, AECOM was contracted to investigate various issues at the site and develop rehabilitation concepts with preliminary designs. This report is now complete and can be reviewed as ite 8.6 (b), following this report.

#### **AECOM Report:**

The AECOM report identifies the infrastructure that is in need of repair, replacement, or upgrading and provides preliminary cost estimates. Recommended timing has been identified for each recommended improvement. Facility upgrades could be phased in over a 5-10 year period. A number of upgrades were identified as immediate with some being required in the first year to safely re-open the facility. Below is the summary table from the report.

#### Summary Table of Recommendations

It should be noted that both the West Breakwater and the Northeast Breakwater were only viewed above the waterline through photographs. Light surface corrosion and minor damages were observed above the water surface. AECOM has recommended a close-up investigation of the full length of both breakwaters to assess any other



damage. The investigation should include both an above and underwater inspection to assess the existing condition of the breakwaters. The underwater inspection would be carried out by a commercially qualified dive team in accordance with the Ontario Regulations for Diving Work. A preliminary cost between \$15,000 and \$20,000 is estimated. This cost does not appear in the recommendations table.

**Options for Consideration:**

	Option for Discussion	Benefits/Concerns		Cost Estimates
1	Install aluminum stairway beach access and short-term railing safety solution	<ul style="list-style-type: none"> <li>• Beach access is used by visitors of all ages and abilities</li> <li>• Reduce liability risk</li> </ul>	<ul style="list-style-type: none"> <li>• Currently steep and can be slippery</li> <li>• Risk of visitor injury in current condition</li> </ul>	\$10,000 stairway \$500 railing
2	Complete minor repairs to West and Northeast breakwater to prevent further degradation	<ul style="list-style-type: none"> <li>• Complete repairs before further degradation occurs</li> </ul>	<ul style="list-style-type: none"> <li>• Delayed repair could shorten structure lifespan</li> <li>• If the facility is not restored this investment would be lost</li> </ul>	\$9,000 (West), \$12,000 (Northeast)
3	Short-term repairs to allow boat ramp to safely open while awaiting future work	<ul style="list-style-type: none"> <li>• Would provide for public use more quickly</li> <li>• Would provide lake access for emergency services more quickly</li> <li>• Would allow revenue collection to resume</li> <li>• Provides time to source grant</li> </ul>	<ul style="list-style-type: none"> <li>• Staff concerns regarding floating breakwater (cost of installing and removing annually, storage, sediment infilling)</li> <li>• \$50,000 breakwater structure is</li> </ul>	\$10,000 floating dock \$60,000 dredging \$50,000 floating breakwater \$10,000 erosion protection of shore east of ramp

		funding for larger repairs	only temporary	
4	Approve repairs listed as 5 year or earlier with current funding structure, conditional on a minimum of 50% grant funding of any works	<ul style="list-style-type: none"> <li>• Start the process of facility rehabilitation</li> <li>• Provides staff direction to start applying for funding opportunities</li> <li>• May require community partners for some grants</li> <li>• Would eliminate the need for the floating breakwater if funding can be secured to install new rockfill breakwater</li> </ul>	<ul style="list-style-type: none"> <li>• Costs not covered by grant would be the responsibility of all Municipalities (general levy)</li> <li>• May need to allow levy to be phased over a number of years providing municipalities more time to budget for costs</li> <li>• Timeline dictated by funding availability</li> </ul>	\$10,000 modular floating platform \$60,000 dredging \$450,000 rockfill breakwater \$391,000 parking lot protection \$280,000 retaining wall east of ramp \$320,000 south seawall steel sheetpile replacement \$20,000 concrete splash apron \$22,000 railings \$150,000 culvert upgrades \$20,000 underwater investigation of west and northeast breakwater  Total \$1,721,000 pre tax (minimum \$860,500 pre tax sourced through grant)
5	Underwater investigation of West and Northeast breakwater structures	<ul style="list-style-type: none"> <li>• Eliminates concerns over unknown condition of these structures</li> <li>• Report only includes \$21,000 in minor repairs for these structures</li> </ul>	<ul style="list-style-type: none"> <li>• Additional cost</li> <li>• Unknown timeline for completion</li> </ul>	\$15,000 - \$20,000

		<ul style="list-style-type: none"> <li>• Conditions above the waterline only show minor corrosion</li> <li>• Could be done ahead of any other repairs to confirm breakwaters are in reasonable condition</li> </ul>		
6	Form a Highland Glen Boat Ramp Committee	<ul style="list-style-type: none"> <li>• A smaller group of board members can meet with staff to develop recommendations</li> <li>• Recommend future direction for Highland Glen CA</li> <li>• Recommend how repairs should be funded</li> <li>• Whether or not repairs should be completed</li> </ul>	<ul style="list-style-type: none"> <li>• Potential delays in decision (may also accelerate decision making?)</li> </ul>	To be determined based on recommendations
7	Complete only immediate repairs to keep the facility operational	<ul style="list-style-type: none"> <li>• Levy funding to complete only necessary repairs to safely re-open</li> <li>• Would allow public use for an unknown period of time</li> <li>• Use boat ramp revenues to fund minor repairs and annual costs associated with installation of floating breakwater</li> </ul>	<ul style="list-style-type: none"> <li>• Would not protect the long-term operation of the facility</li> <li>• Would require temporary floating breakwater</li> </ul>	\$10,000 floating dock \$60,000 dredging \$50,000 floating breakwater
8	Decommission boat ramp and	<ul style="list-style-type: none"> <li>• Reduces the parking</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of boat access to</li> </ul>	Unknown at this time

	<p>operate Highland Glen CA as a day use property with beach access and picnic facilities</p>	<p>congestion on busy days</p> <ul style="list-style-type: none"> <li>• Reduces future maintenance expenses</li> <li>• Decommissioning costs expected to be much lower than repairs and upgrades</li> </ul>	<p>Lake Huron for the public</p> <ul style="list-style-type: none"> <li>• Loss of emergency access to the lake (search and rescue)</li> <li>• Loss of harbour which could be used by boaters during storm/rough water</li> </ul>	
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The AECOM Preliminary Design Report for the Highland Glen Conservation Area and Boat Launch was reviewed.

**BD-21-82**

**MacKinnon – Wilkins**

**“That the Board of Directors acknowledges the Highland Glen Conservation Areas and Boat Launch Final Preliminary Design Report of 2021 and further that an aluminum beach access stairway and short-term railing safety solution be installed in 2022 at an estimated cost of \$10,500 funded through general levy to alleviate identified safety concerns.”**

**CARRIED**

**BD-21-83**

**Wilkins – Miller**

**“That the Board of Directors acknowledges and approves the minor repairs to the Highland Glen boat ramp structures identified as the West and Northeast breakwater in 2022 at an estimated cost of \$21,000 funded through general levy.”**

**CARRIED**

**BD-21-84**

**Marriott – Gordon**

**“That the Board of Directors acknowledges and concurs with the recommendation of staff, that the short-term floating breakwater solution be eliminated as an option due to concerns regarding annual installation and removal, storage, sedimentation inside the boat ramp protection area, and cost.”**

**CARRIED**

**BD-21-85**

**Dennis – Miller**

**“That the Board of Directors form a Highland Glen Boat Ramp Committee, working with staff to evaluate options, evaluate the funding model, and develop recommendations for the full Board’s review and further that the Committee be comprised of the Chair, Vice Chair and one representative from each of Sarnia, Plympton-Wyoming and Lambton Shores, as well as three representatives from the remaining municipalities.”**

**CARRIED**

Ms. Leah Bogaart approached staff and the General Manager regarding the purchase of land for use as a residential lot. Ms. Bogaart enquired specifically about part of McKeough Upstream Land 105. The portion requested for consideration is approximately 24.0 acres. (Proposal attached)

At this time, the SCRCA has aligned the management and retention of lands through the strategic plan and direction under the Conservation Authority’s Act R.S.O. 1990, C. C.27

***Approval of Minister***

***21 (2) If the Minister has made a grant to an authority under section 39 in respect of land, the authority shall not sell, lease or otherwise dispose of the land under clause (1) (c) without the approval of the Minister except if,***

- (a) the disposition is for provincial or municipal infrastructure and utility purposes;*
- (b) the province, the provincial agency, board or commission affected by the disposition or the municipal government, agency, board or commission affected by the disposition has approved it; and*
- (c) the authority informs the Minister of the disposition. 2010, c. 16, Sched. 10, s. 1 (1).*

***Terms and conditions***

***(3) The Minister may impose terms and conditions on an approval given under subsection (2), including a condition that the authority pay a specified share of the proceeds of the disposition to the Minister. 1996, c. 1, Sched. M, s. 44 (3).***

***Grants***

***39 Grants may be made by the Minister to any authority out of the money appropriated therefor by the Legislature in accordance with such conditions and procedures as may be prescribed by the Lieutenant Governor in Council. R.S.O. 1990, c. C.27, s. 39.***

Staff will be working on a review of the lands and will determine whether any may be considered as excess. This review will also include a Land Securement Strategy and will address impacts of the operation of the McKeough Dam, severance requirements, Ministerial approval, loss of annual revenue, and the need for comparable offers.

**Strategic Objectives(s):**

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes

Management of Authority Owned Lands: Through the completion of Property Management Plans, the Authority continues to manage its lands to balance revenue production and effective management of woodlands, wetlands and biodiversity.

**Financial Impact:**

Loss of annual revenue.

**BD-21-86**

**Burrell – Scott**

**“That the Board of Directors acknowledges the report dated September 9, 2021 regarding request made to purchase a portion of the Mckeough Upstream Land 105, and further concurs with staff’s recommendation to retain ownership of this land in its entirety.”**

**CARRIED**

Correspondence from Mr. Roman Krzewina was received and reviewed by the Board of Directors. The subject property is 26456 Richmond Road, Dover Centre, the Owner is Roman Krzewina. Mr. Krzewina’s concerns are with the costs incurred for a permit from the SCRCA in 2020/2021 to lift the existing dwelling and put a foundation/first storey underneath.

Mr. Krzewina’s concerns were as follows:

- 1) Unable to fulfill permit requirements, after permit was issued;
- 2) Not at fault that the application was filled out after the job was done. Not informed that they needed two permits from two different institutions. Received permit from Chatham-Kent and followed all requirements;
- 3) Should have been informed that a permit was needed from SCRCA;

The following are the fees incurred:

\$110.00 dollar – processing fee

\$1,320.00 dollars for application fee (Minor Permit B, primary dwelling, \$660.00 (doubled due to violation – works completed without SCRCA Permit) ;

Total of \$1430.00

The following is an excerpt from the SCRCA Fee Schedule:

## **SCRCA Fee Appeal Process**

To appeal a fee which has been charged, the applicant must submit a written request to the Authority's Board of Directors via the General Manager outlining their concerns with the fee charged. Written concerns should be submitted to [stclair@scrca.on.ca](mailto:stclair@scrca.on.ca). The decision to revise the fee will be made by the Authority's Board of Directors via an impartial review by the General Manager and Director of Finance. This is in accordance with the MNR/CO Policies and Procedures for Charging of CA Fees, 1997 and the SCRCA Fee Administration Guidelines.

<https://www.scrca.on.ca/wp-content/uploads/2016/03/planning-regs-Fees.pdf>

## **SCRCA Staff Understanding of Chronology of Events Related to Fees:**

- June 15, 2020 – SCRCA staff spoke to landowner on the phone. He has plans into the Municipality, would like to build a new foundation and second storey. Staff sent Roman an email to send plans for SCRCA review. Note: works had already been completed.
- September 15, 2020 – SCRCA staff were circulated on a minor variance application regarding front and side yard encroachments. SCRCA has no concern provided a permit is obtained.
- November 24, 2020 – Minor variance deferred to December 10 meeting. SCRCA comments remain unchanged. Variance related to the balcony of the house;
- December 11, 2020 – SCRCA Staff collected payment
- December 11, 2020 – SCRCA staff issued a permit for the works. Works are already completed. Condition of permit is to have certification from an Ontario Land Surveyor that lowest openings of 177.7m GSC are met. Flood proofing requirements were included on drawings submitted with application;
- December 15, 2020 – Received notice from landowner that they would like to appeal the fee, SCRCA Staff advised of fee appeal procedure.
- January 11, 2021 – SCRCA staff received survey showing the finished floor elevation at 176.89m
- February 18, 2021 – changes to the plans to show a hobby shop on the first floor, and living quarters on the second floor;
- May 20, 2021 – SCRCA staff reviewed changes, if lowest opening cannot be met, then further engineering will be required to ensure that the building is able to withstand hydrostatic pressure, etc. Living space above garage requires the structure itself to be engineered to ensure no loss to property or life during flood event.

## **SCRCA Application Fee**

The attached map shows the areas affected by SCRCA regulations. The subject property is located entirely within the estimated engineered floodplain and within the meander belt (erosion hazard) of an Unnamed Drain. Development is permitted in this area provided the lowest opening into the dwelling is raised to 177.7m GSC. If this cannot be obtained, further engineering is required to ensure that the building can

withstand hydrostatic pressure and that the electrical/mechanical/heating is appropriately flood proofed.

**SCRCA Review and Approval**

When reviewing an application at the subject location, staff of the SCRCA can approve the proposed works if the dwelling is appropriately flood proofed to 177.7m GSC. It was a requirement that this is included on construction drawings and details. The condition of the permit was that lowest openings are verified by an Ontario Land Surveyor. SCRCA regulations staff completed a detailed review of all available information, which included; past files/documentation in the area, detailed SCRCA Hazard Mapping, and the submitted application and detailed plans. Upon completion of this review it was determined the proposed works met the SCRCA flood proofing requirements, as plans showed lowest openings into the dwelling would meet 177.7m GSC. Formal written permission documentation was finalized and sent to the landowner and the internal database management system was updated. Staff of the SCRCA applied the Minor Permit B fee doubled – definition: medium scale, primary structures and/or consistent with policy - from the 2021 Board Approved Fee Schedule for the project size/scale, level of risk, and location in relation to the hazards and doubled due to works having been completed without SCRCA permission. Upon getting the works verified by an Ontario Land Surveyor, the lowest openings (i.e. condition of permit) could not be met and the landowner did not want to obtain further engineering to support the dwelling, therefore the landowner sold the property ‘as is’ and would like a refund on the fee.

A recorded vote was requested.

**In reference to Motion: BD-21-87**

<b>Director’s Name</b>	<b>For</b>	<b>Against</b>
Brennan, John	-	-
Broad, Alan		✓
Brown, Pat	✓	
Burrell, Terry	✓	
Dennis, Bill	✓	
Gordon, Larry		✓
Hall, Aaron	✓	
Kennes, Frank	-	-
Loosley, Brad		✓
MacKinnon, Betty Ann		✓
Marriott, Kevin		✓
McGill, Mark		✓
McMillan, Dan		✓
Miller, Steve	✓	
Nemcek, Frank		✓
Scott, Lorie	✓	
Stark, Mike	-	-
	41	



Westgate, Jerry		✓
Wilkins, Tim		✓
Faas, Joe	✓	
<b>TOTAL</b>	<b>7</b>	<b>10</b>

**BD-21-87**

**Burrell – Scott**

**“That the Board of Directors acknowledges the report dated September 2, 2021 regarding a request for appeal of fees, for a reduction in costs regarding 26456 Richmond Road, Dover Centre and further that the penalty portion of fees in the amount of \$660 be waived.”**

**DEFEATED**

**September/October 2016** – SCRCA staff attended site along Bluepoint Drive, seawall works were being completed by [REDACTED] without prior written approval from the SCRCA.

**July 31, 2018** – follow up letter to defendants, confirming that SCRCA will be initiating legal proceedings by September 16, 2018;

Main concerns:

- 1) Concern with ownership of subject lands the unauthorized shoreline protection works occupy. SCRCA solicitor deemed the works were constructed on an “Area of user common to all owners of subdivision” and that the title remains with the original subdividers.
- 2) Concern with steel sheet pile seawall and gabion stone basket shoreline protection at subject location. Steel sheetwalls and gabion baskets are not recommended for erosion protection. Shoreline protection must meet established professional engineered standards and procedures.

**March 21, 2019** – court appearance. [REDACTED] waived any claim of a breach of their charter rights. [REDACTED] did not waive any claim. Plan for a meeting for all parties to see what steps might be taken to come to a resolution of the charges and over what period of time, since there is some question of whether the removal of the offending developments along the shoreline could actually worsen erosion. The plan was to try to have the defendants retain a coastal engineer to provide them with advice about how to best address the issue of the removal or management of the offending structures that they have erected.

**October 22, 2019** – SCRCA Solicitor met with defendant solicitor, asked that they provide a coastal engineering report confirming that it is more beneficial to leave the walls in place;

**January 25, 2021** – Received Coastal Engineering Assessment for [REDACTED] (4178 and 4184 Bluepoint Drive) [REDACTED] and [REDACTED] (4162 Bluepoint Drive) [REDACTED]

**CONCLUSION FROM THESE REPORTS:** the seawalls that were installed are suitable and proper for this shoreline area. Therefore, it is the Coastal Engineer's recommendation that this seawall remain in place, since the benefits far exceed the negative effects, as its removal would place the existing house closer to the stable slope and erosion hazards.

It is not anticipated that there will be any significant negative effects to the sediment transport rate or any negative effects to adjacent properties since this shorewall was installed along the original toe of existing bluff which has experienced significant erosion and will continue to erode. The seawall is located inland of the beach processes and waves will only reach this shorewall during storm wave events combined with a high water level.

**June 4, 2021** – Received letter from our solicitor, Grant Inglis of Scot Petrie LLP.

Further to our earlier email, please find another copy of the report on the above noted property prepared by Chal Eng. Consulting Engineers which in essence, provides the engineering opinion that it is more beneficial to leave the work in place rather than remove it.

**BD-21-88**

**Marriott – Burrell**

**“That the Board of Directors acknowledges the report dated September That the Board acknowledges the letter received from Grant Inglis, Scott Petrie LLP, dated June 4, 2021, and agrees to withdraw charges against [REDACTED] and [REDACTED].”**

**CARRIED**

Further to the special Board Meeting August 20, 2021, to discuss the Service Delivery Review Report, the Board passed a motion as follows:

*That the Board of Directors acknowledges the presentation of the Planning Department Service Delivery Review Report provided by Tim Dobbie Consultants Ltd. And further that staff be directed to include the report recommendations in the draft 2022 budget.*

Recommendations from Tim Dobbie Consultants Ltd. report pertaining to the budget include:

*5.2 – That the Board of Directors of the St. Clair Region Conservation Authority support increasing the capacity of the complement of staff from the current six to nine. The timing of these three staff joining the SCRCA would be subject to the appropriate funding.*

*5.3 – That the Board of Directors of the St. Clair Region Conservation Authority direct staff to consider the cost associated with the addition of 3 new technical employees and other corporate priorities to be funded by increases in both the levy and fees in the draft 2022 and 2023 budget.*

The estimated cost of three new staff positions is a minimum of \$280,000 which can be funded with a combined increase in fees and levy. The Tim Dobbie Report suggested looking at a 10% increase in levy and a 10% increase in fees for both 2022 and 2023.

An increase in levy by 10% would result in a dollar amount of approximately \$117,000.

The Planning & Regulations Department is proposing to increase permit application, Planning Act application and technical report review fees by a minimum of 10% for those fees generally incurred by private landowners, and up to 20% for those fees generally incurred by developers for major development. This would generate approximately \$35,000 in additional revenue.

These proposed increases in both levy and fees would allow for a staged approach in hiring new staff. This would allow us to hire a minimum of 1 new staff member in the Planning & Regulations Department in 2022.

#### **BD-21-89**

**Dennis – Burrell**

**“That the Board of Directors acknowledge the proposed increases for Planning and Regulations fees, as recommended by Tim Dobbie Consultants Ltd., and further direct staff to prepare a report to the Board of Directors for the November meeting outlining the proposed fee schedule for 2022.”**

**CARRIED**

#### **Conservation Area Fee Increases**

Fee increases are a result of increasing staffing costs, maintenance, park upgrades, and general cost increases. Fee increases are also required to ensure financial reserves are maintained at levels sufficient to undertake large capitals expenditures (septic system updates, road improvements, etc.) when required. With the proposed increases our rates remain at or below most local private and regional Conservation Authority campgrounds.

#### **Fee Comparison:**

A comparison of seasonal and transient camping fees of other Conservation Authorities, the Provincial Parks, and some local private campgrounds was reviewed.

The draft 2022 conservation area fees were reviewed.

**BD-21-90**

**McMillan – Nemcek**

**“That the Board of Directors acknowledges the report dated July 7, 2021 on the proposed 2022 Conservation Area fees and concurs with staff recommendations, as presented.”**

**CARRIED**

Schedule ‘B’ outlining the preliminary draft 2022 General Levy Assessment was reviewed.

**Directors Comments:**

Directors request further details and justifications for the increase in levy. A special meeting to present this information was suggested.

**BD-21-91**

**Scott – Broad**

**“That the Board of Directors acknowledges the 2022 preliminary draft budget of \$9,600,000 with a proposed municipal general levy of \$1,356,512.00 and further that this preliminary budget will be circulated to member municipalities for information and input based on our budget review process.”**

**DEFERRED**

The Government of Canada launched the Disaster Mitigation and Adaptation Fund (DMAF), a national merit-based program that will invest \$1.375 billion to support wildfire mitigation activities, rehabilitation of storm water systems, and restoration of wetlands and shorelines. DMAF projects will support the Government of Canada's objectives laid out in the Pan-Canadian Framework on Clean Growth and Climate Change.

Over the past 3 decades, the St. Clair Region Conservation Authority has completed numerous shoreline protection and erosion control Projects along the Lake Huron and St. Clair River.

Several reaches of the existing shoreline appear in a state of disrepair. High winds, ice jams and significant rain events continue to pose a threat to the condition of shoreline. In the last few years, a number of shoreline failures have occurred along Lake Huron and St. Clair River, and this is threatening the existing public and private infrastructure (School, Roads and Parks). In addition, the torn pieces of the existing retaining wall is a safety concern to children, pets and the users of the shoreline.

This project is geared to provide shoreline protection for select locations along Lake Huron and St. Clair River. This shoreline protection will protect critical Municipal Infrastructure of the City of Sarnia and St. Clair Township.

Shoreline rehabilitation work to protect public infrastructure, thereby building resilience to climate change, natural hazards and extreme weather events.

- 1) Review priority areas of shoreline failure
- 2) Design effective shoreline protection measures
- 3) Prioritize shoreline implementation based on severity of shoreline damages and proximity to Municipal infrastructure
- 4) Implement shoreline protection measures
- 5) Inspect and Monitor construction of shoreline works

**Financial Impact:**

The total cost of this project is estimated to be \$20,000,000.

The funding distribution is 40 - 60%, with 60% of the costs to be matched by the Municipality. If SCRCA is successful in receiving the funds, we will require matching funds from municipalities in the magnitude of \$12 million dollars over 10 years or 1.2 million every year. SCRCA will apply for other shoreline grants to assist with Municipal contributions.

- 1) City of Sarnia
- 2) St. Clair Township

SCRCA staff will continue to work with the Municipal staff.

The main benefits of the undertaking are:

- Prevention of further erosion and river sedimentation
- Improvements to aquatic habitats in the river
- Improvement of the general appearance of the area
- Control of loss of land in this area
- Elimination of hazards associated with existing dilapidated structures
- Improvement of public access to the waterfront

**BD-21-92**

**Gordon – Brown**

**“That the Board of Directors acknowledges the report dated August 27, 2021, on the Disaster Mitigation and Adaptation Fund (DMAF) intake 2 for shoreline restoration along Lake Huron and St. Clair River and the Board directs staff to work with the City of Sarnia and St. Clair Township to submit the application.”**

**CARRIED**

**Under New Business**

Director Tim Wilkins expressed concern regarding the level of customer service and delays in communication. Acting General Manager, Girish Sankar gave assurance to

the Board of Directors that SCRCA staff are working to improve this. Director Brad Loosley made a suggestion to consider creating policy around timelines for communication.

**BD-21-93**

**Scott – Dennis**

**“That the meeting be adjourned.”**

**CARRIED**



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**Joe Faas**  
**Chair**

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**Girish Sankar**  
**Acting General Manager**



## Board of Directors Meeting Minutes

Date: October 5, 2021

Time: 9:00 a.m.

Remote

**Present:** John Brennan, Al Broad, Pat Brown, Terry Burrell, Joe Faas, Chair; Larry Gordon, Vice Chair; Frank Kennes, Brad Loosley, Betty Ann MacKinnon, Kevin Marriott, Mark McGill, Dan McMillan, Steve Miller, Frank Nemcek, Lorie Scott, Mike Stark, Jerry Westgate, Tim Wilkins

**Regrets:** Bill Dennis, Aaron Hall

**Staff Present:** Donna Blue, Manager of Communications; Erin Carroll, Director of Biology; Melissa Deisley, Director of Planning and Regulations; Chris Durand, Manager of IT/GIS; Sarah Hodgkiss, Manager of Planning and Natural Heritage; Ashley Fletcher, Administrative Assistant/ Board Coordinator; Tim Payne, Manager of Forestry; Tracy Prince, Director of Finance; Girish Sankar, Acting General Manager/Director of Water Resources;

The Chair welcomed everyone to the meeting and provided an update on Brian McDougall, along with the sentiment that the McDougall family remain in our thoughts and prayers. An update was also provided regarding the hiring process of the position of GM. Preparation and negotiation is ongoing and an announcement will be delivered in the near future.

It was requested that each Director declare a conflict of interest at the appropriate time, on any item within this agenda in that a Director may have pecuniary interest.

Director Terry Burrell noted his relation to Education staff member, Myra Spiller. As this department is not funded by general or special levy, this information is not considered a pecuniary interest.

**BD-21-94****Stark – Gordon**

**“That the Board of Directors adopts the agenda for the meeting as presented.”**

**CARRIED**

**Updates to the Conservation Authority Act**

- 2022 will likely be the final year for Conservation Authorities to levy for the full range of current services. Amendments to the CA Act will separate our programs into mandatory and non-mandatory programs. Negotiated agreements with member municipalities will be required for non-mandatory services if there is

interest in receiving and paying for those services. At the time of writing this report, regulations to implement the CA Act changes have not yet been finalized

- Changes to the regulations are expected in the very near future
- Once the Regulations are finalized, negotiations with Municipalities for non-mandatory services will take place during 2022 for the 2023 budget year.
- These agreements are expected to be negotiated with multi-year terms
- Board support and alternative funding sources will be required in order for non-mandatory programs to continue.

### **Customer service delivery standard**

In April 2019, Conservation Ontario (CO) Council endorsed the CO Client Service and Streamlining Initiative. This initiative identifies actions to be taken by CAs, in order to help the Province achieve its objective of increasing the housing supply, while protecting public health and safety, and the environment. These actions include:

- a) Improve Client Service and Accountability,
- b) Increase Speed of Approvals, and
- c) Reduce Red Tape and Regulatory Burden

CO developed several documents to assist the CAs with this initiative:

1. CA-Municipality MOU Template for Planning and Development Reviews;
2. Guideline for Client Service Standards for Conservation Authority Plan and Permit Review; and
3. Guideline for CA Fee Administration Policies for Plan Review and Permitting.

It is important to note that a number of CAs already have comprehensive service delivery standards. CO used existing CA resources to form a guideline that includes best practices for client service standards. SCRCA has been reviewing the CO Client Service Standards to create a localized standard within the watershed. The draft customer service charter is provided below:

### **Customer Service Charter**

The St. Clair Region Conservation Authority (SCRCA) strives to provide a reliable and high-quality customer experience for everyone who accesses our programs and services. We work together with our member municipalities, Indigenous communities, federal and provincial governments, and watershed communities to meet the planning, recreation, education, and conservation needs of the communities we serve.

Our commitment to our clients and watershed residents:

- We will respond to your inquiries within 1- 4 business days
- We will accommodate all customers using a variety of communication formats
- We will explain our processes and provide a time estimate on all work
- We will be approachable, professional, and give you our full attention



- We will provide personal service. You can talk to a real person during office hours
- We will welcome feedback to gauge our effectiveness over time
- We will endeavor to communicate using clear and simple language
- We will work to create safer communities by communicating changes in river and weather conditions
- We will protect people and property through policies and regulations
- We will be available 24 hours a day, seven days a week for flood and related emergencies

**Directors Comments:**

Director Brad Loosley questioned whether the planning department had implemented the recommendation from the Tim Dobbie consultant team to have the staff processing planning applications also issue the permit, to increase efficiency and reduce wait times. Director of Planning and Regulations, Melissa Deisley responded that this particular suggestion may have stemmed from the practices of other Conservation Authority planning departments, however at SCRCA, staff are specialized in either planning or regulations and therefore, this recommendation has not been implemented. Directors expressed that they would like the planning department to reconsider this recommendation and prioritize customer service with an aim to reduce and eliminate complaints. It was also requested that planning department staff manage customer expectations more effectively, avoiding promised timelines that cannot be met. Director Al Broad requested that staff provide regular reporting on timelines, with justifications for applications requiring longer than usual processing times. Acting General Manager/Director of Water Resources, Girish Sankar responded to the concerns, assuring Directors staff working towards improvement, including the transparency and readability of reporting.

**BD-21-95**

**McMillan – Brown**

**“That the Board of Directors acknowledges the General Manager’s report, dated September 30, 2021 and further that the draft client service delivery charter be adopted to ensure exceptional customer service organization-wide.”**

**CARRIED**

The 2022 preliminary draft budget and accompanying appendices were reviewed.

**Directors Comments:**

Director Mike Stark referred to a request made in 2020 for the presenting of future draft budgets to include the following:

- Actual audited expenditures by department for the last completed fiscal year

- Current year approved budget
- Draft budget for the coming fiscal year

Director of Finance, Tracy Prince agreed to provide this information going forward and explained the difficulty in providing current year expenditures, due to the time of year we are in and the varying timelines for completion of ongoing projects.

Director Brad Loosley requested that staff investigate the practices of other Conservation Authorities when presenting budget information.

Acting General Manager/Director of Water Resources, Girish Sankar offered that the budget has been presented in the current fashion for over 10 years, however staff have and will continue to make improvements, based on Director feedback, in order to improve transparency and assist Directors in their decision making.

The following suggestions were discussed:

- User fee philosophy for planning applications to recoup costs on a per hour basis
- Allowing County staff to review and process simple planning applications on behalf the CA. Staff believe that due to the Provincial directive, CAs do not have the power to delegate planning application review and processing to non-CA staff, however Acting General Manager/Director of Water Resources, Girish Sankar agreed to investigate
- The use of reserves to reduce the levy. Director of Finance, Tracy Prince strongly advised against this practice, as reserves are depleting and should be maintained to support the costs of unexpected needs (i.e. major repairs to the McKeough Dam). SCRCA is awaiting the implementation of an Asset Management Plan, which is currently out for tender.
- Downsizing

Directors acknowledged the unfortunate timing of the budget process, during a time of change and uncertainty. Acting General Manager/Director of Water Resources, Girish Sankar presented slides to further explain the annual budget process, highlighting that the acknowledgement of the preliminary draft budget is only the first step, which allows staff to forward the budget information to municipalities so that they may discuss, question or comment prior to Director approval.

A friendly amendment to the motion was brought forward by Director Lorie Scott, requesting specification that the draft budget is received and acknowledged for information only.

**BD-21-96**

**Burrell – Miller**

**“That the Board of Directors acknowledges the 2022 preliminary draft budget, for information only, of \$9,936,847.00 with a proposed municipal general levy of \$1,378,513.00 and further that this preliminary budget will be circulated to member municipalities for information and input based on our budget review process.”**

**CARRIED**

A recorded vote was requested.

**In reference to motion BD-21-97**

<b>Director</b>	<b>For</b>	<b>Against</b>
Brennan, John	✓	
Broad, Alan	✓	
Brown, Pat		✓
Burrell, Terry		✓
Dennis, Bill	-	-
Gordon, Larry	✓	
Hall, Aaron	-	-
Kennes, Frank	✓	
Loosley, Brad		✓
MacKinnon, Betty Ann	✓	
Marriott, Kevin		✓
McGill, Mark		✓
McMillan, Dan	✓	
Miller, Steve		✓
Nemcek, Frank		✓
Scott, Lorie		✓
Stark, Mike	✓	
Westgate, Jerry		✓
Wilkins, Tim	✓	
Faas, Joe	✓	
<b>Totals</b>	<b>9</b>	<b>9</b>

**BD-21-97**

**Stark - MacKinnon**

**“That the Board of Directors directs staff to increase the planning and regulations user fees in order to generate an increase of planned revenue from \$40,000 to \$80,000 and further that the general levy be decreased by \$40,000.”**

**DEFEATED**

**Under New Business**

**BD-21-97**

**Wilkins – No seconder**

**“That the Board of Directors open the floor to discussion of the budget and timeline of the Highland Glen boat launch repairs.”**

**DEFEATED**

**Directors Comments:**

Director Pat Brown made a request to staff that the appendices for budget information be clearly labelled with a brief explanation of what it represents.

Chair, Joe Faas requested that an information meeting be organized to present and explain the budget information and process to member municipalities, with invites sent to Treasurers, Administrators and with Chair, Joe Faas; Vice-Chair, Larry Gordon; Director of Finance, Tracy Prince and Acting General Manager/Director of Water Resources present.

**BD-21-98**

**“That the meeting be adjourned.”**

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**Joe Faas**  
**Chair**



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**Girish Sankar**  
**Acting General Manager**

**Meeting Date:** November 4, 2021 **Item 5.3**  
**Report Date:** October 20, 2021  
**Submitted by:** Melissa Deisley, Director of Planning & Regulations

**Subject:** Appointment of Officer under Section 28 of CAA (O.R. 171/06)

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**Recommendation:**

That Jeff Vlasman is appointed as an Enforcement Officer for the purpose of enforcing regulations made by the SCRCA, pursuant to Section 28 of the *Conservation Authorities Act*, in order to carry out the responsibility of administration and enforcement of this Act.

**Background:**

For the purpose of enforcing the regulations made by the SCRCA, pursuant to Section 28 of the *Conservation Authorities Act*, it is necessary for the Authority to appoint personnel as Enforcement Officers. This appointment pertains to Ontario Regulation 171/06 made under Section 28 of the Act.

It is also necessary to have the staff Enforcement Officers designated as Provincial Offences Officers in order that they may commence proceedings under the *Provincial Offences Act*.

Jeff completed the CA Level 1 – Provincial Offences Officer Course, provided by Conservation Ontario, certificate issued October 1, 2021.

**Meeting Date:** November 4, 2021 **Item 5.4**  
**Report Date:** October 20, 2021  
**Submitted by:** Melissa Deisley, Director of Planning & Regulations

**Subject:** Appointment of Officer under Section 28 of CAA (O.R. 171/06)

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**Recommendation:**

That Meagan Weber is appointed as an Enforcement Officer for the purpose of enforcing regulations made by the SCRCA, pursuant to Section 28 of the *Conservation Authorities Act*, in order to carry out the responsibility of administration and enforcement of this Act.

**Background:**

For the purpose of enforcing the regulations made by the SCRCA, pursuant to Section 28 of the *Conservation Authorities Act*, it is necessary for the Authority to appoint personnel as Enforcement Officers. This appointment pertains to Ontario Regulation 171/06 made under Section 28 of the Act.

It is also necessary to have the staff Enforcement Officers designated as Provincial Offences Officers in order that they may commence proceedings under the *Provincial Offences Act*.

Meagan completed the CA Level 1 – Provincial Offences Officer Course, provided by Conservation Ontario, certificate issued October 1, 2021.

**Meeting Date:** November 4, 2021 **Item 6.1**  
**Report Date:** October 25, 2021  
**Submitted by:** Girish Sankar

**Subject:** General Manager's Report

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**Recommendation:**

- That the Board of Directors acknowledges the report

**Background:****COVID-19:**

- The COVID-19 Return To Work Plan has gone through a number of revisions and continues to be updated to reflect direction provided by federal and provincial governments as well as the local health units
- We continue function as per the phase 2 plan that was created in 2021:
  - Staffing at the office has been increased to have daily representation by each department – therefore roughly a minimum of 10 staff will be at the office daily with the remaining staff working in the field or from home
- We are prepared to respond to any directives, local, regional or provincial, in order to protect staff and the general public

**Budget:**

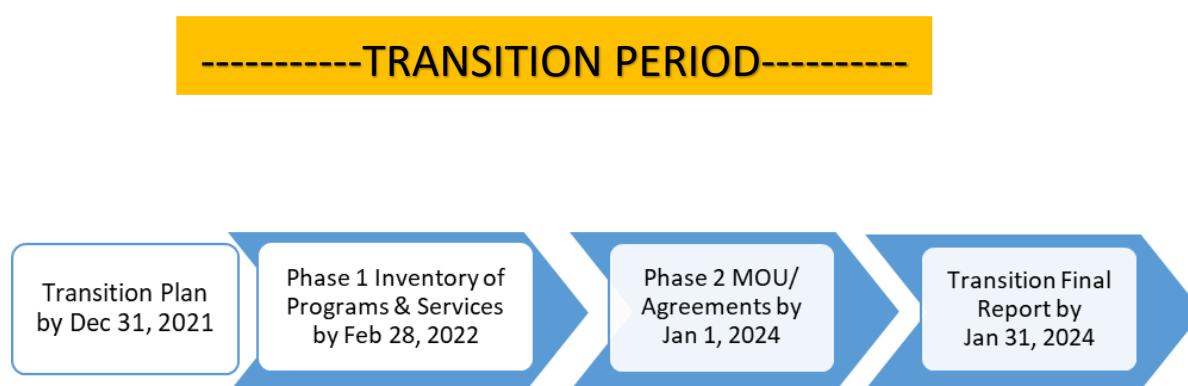
- Staff continue to engage member Municipalities for input into the 2022 draft budget
- A virtual meeting has been scheduled to present the 2022 draft budget and budget process
- An invitation has been sent to Municipalities
- Details of meeting:
  - Nov 10, 2021, 02:00 PM Eastern Time (US and Canada)
- A package has been sent to member Municipalities with:
  - Budget 2022 draft budget booklet
  - SCRCA development Application process review by Tim Dobbie Consulting Ltd
- We look forward to Municipal input into our 2022 budget

## OVERVIEW OF CONSERVATION AUTHORITIES ACT PHASE 1 REGULATIONS

This document presents an overview of Phase 1 regulations. The regulations are part of the legislative changes introduced by the Province through Bill 229, *Protect, Support and Recover from COVID-19 Act* which received Royal Assent on December 8, 2020.

### Overview of Transition Plan and Agreements Regulation (O.Reg. 687/21)

This regulation came into force October 1, 2021. The key components and deadlines for *Transition Plan and Agreements Regulation* (O.Reg. 687/21) are illustrated in Figure 1 below. The purpose of the transition period is to provide conservation authorities and municipalities with the time to address changes to the budgeting and levy process based on the delivery of mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and to reach agreements.



**Figure 1. Key Components and deadlines for *Transition Plan and Agreements Regulation* (O.Reg. 687/21).**

There are four key elements that will need to be addressed during/for the transition period.

1. **Transition Plan.** To be completed **by December 31, 2021**. The transition plan includes a timeline/workplan to meet the requirements for the first and second phases of the transition period. A copy of the transition plan must be sent to each participating municipality, to the Ministry of Environment, Conservation and Parks and be published onto the authority's website or made available to the public by other means.
2. **Inventory of Programs and Services.** To be **completed by February 28, 2022**. The inventory should list all the programs and services that the authority is providing as of February 28, 2022 and those that it intends to provide after that date. The inventory should include information about the sources of funding for the program or service and should categorize it based on the following: 1 – mandatory programs and services; 2 – municipal programs and services; and 3 – other programs and services.
3. **Consultation on Inventory and Cost Apportioning Agreements/Memoranda of Understanding.** This is the second phase of the transition period. **To be completed by January 1, 2024**. The conservation authorities will consult with participating municipalities on the inventory of programs and services.

**Conservation Ontario, October 7, 2021**



The conservation authority will then take the necessary steps to enter into agreements/MOUs with municipalities for category 2 and 3 programs and services where municipal funding will be required.

4. **Progress Reports and Final Report.** Conservation authorities are to submit six quarterly progress reports to the Ministry of Environment, Conservation and Parks on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023 and October 1, 2023. The progress reports will include any comments received/changes to the inventory, an update on the progress of negotiations of cost apportioning agreements, and any difficulties that the authority is experiencing with concluding the requirements prior to the end of the Transition Period. A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the authority has entered into all necessary cost apportioning agreements.

#### **Overview of Mandatory Programs and Services Regulation (O.Reg. 686/21)**

This regulation will come into force January 1, 2022. Mandatory Programs and Services are outlined under each of these categories:

- Natural Hazards,
- Conservation Lands,
- Source Protection,
- Lake Simcoe,
- Other Legislation – NBMCA and Ontario Building Code Act
- Prescribed in Regulation – Core Watershed-based Resource Management Strategy, Provincial Water Quality and Quantity Monitoring

The mandatory programs and services (Category 1) are required to be delivered and are eligible for general municipal levy (NOTE: some will say ‘as advisable’ e.g. ice management plans). There are six deliverables associated with the mandatory programs and services that have been provided a due date of December 31, 2024 to enable more time, where necessary, to complete them, including:

- ice management plans(s),
- natural hazard infrastructure operational management plan(s),
- natural hazard infrastructure asset management plan(s),
- a conservation area strategy,
- a conservation land inventory, and,
- a watershed-based resource management strategy.

All other mandatory programs and services are expected to be in place by January 1, 2024.

#### **Overview of the Section 29 Regulation: *Rules of Conduct in Conservation Areas* (O.Reg. 688/21)**

The timeline for this regulation to come into force is to be determined. It will be enacted at the same time as the new Section 28 regulation and when the enforcement and offences provisions of the *Conservation Authorities Act* are enacted. This regulation consolidates all Conservation Authority Section 29 regulations into one Minister’s Regulation. The new Section 29 regulation essentially maintains business as usual with no substantive updates.

**Meeting Date:** November 4, 2021  
**Report Date:** October 21, 2021  
**Submitted by:** Ashley Fletcher

**Item 9.1 (a)**

**Subject:** Business Arising

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**Regarding BD-18-144**

**Presentation to be given on November 4, 2021 (Item 8.1)**

SCRCA staff suggest having Project Consultants present to the Board of Directors meeting in order to walk through the guidelines on the development of flood lines.

**Regarding BD-20-87**

**Ongoing**

It is requested that staff provide a report outlining any legislative and regulatory changes that are brought forward from Parliament including implications to the 2021 budget.

**Regarding BD-20-109**

**Presentation to be given on November 4, 2021 (Item 8.2)**

Directors request a more fulsome report and/ or a presentation to better understand the Regulations as they relate to the Drainage Act.

**Regarding BD-21-29**

**Report on reserves deferred until Asset Management Plan in place**

Directors request a report on the benchmark data from the 2017 Conservation Authorities Statistical Survey and comparative analysis of Conservation Authority annual statements, of which have reserves, focusing on the SCRCA's position of fiscal health.

**Regarding BD-21-55**

**Deferred to a later date**

A report is requested determining what Authority properties meet the needs of the Peacekeeper Park, if any, and review in comparison to Authority programs.

**Regarding BD-21-56**

**Deferred to Highland Glen Boat Ramp Committee**

Directors request that staff to initiate discussion with the Town of Plympton-Wyoming in regards to the Highland Glen Conservation Area and the possibility of deeding the property to their ownership and operation, with a conditional agreement to repair the boat launch prior to a change of ownership, and also that the lands be maintained as a public park and boat launch.

**Regarding BD-21-95  
Ongoing/Deferred**

Directors request that staff reconsider the recommendation from the Tim Dobbie consultant team to have the staff processing planning applications also issue the permit, to increase efficiency and reduce wait times.

**Regarding BD-21-96  
Deferred to September, 2022**

Directors request that presentations of future draft budgets include the following:

- Actual audited expenditures by department for the last completed fiscal year
- Current year approved budget
- Draft budget for the coming fiscal year

**Refer to Item**

That staff investigate the possibility of delegating the review and processing of simple planning applications to County staff.

**Meeting Date:** November 4, 2021 **Item 9.1 (b)**  
**Report Date:** October 19, 2021  
**Submitted by:** Jessica Van Zwol, Healthy Watershed Specialist

**Subject:** Healthy Watersheds Program update

**Recommendation:**

That the Board of Directors acknowledges the report dated October 19, 2021 on the Healthy Watersheds Program Update.

**Background:**

The Healthy Watershed Program have restored or enhanced over 1,000 ha of land, and over 4 million trees planted throughout the region. These projects, along with our outreach and education events aim to minimize non-point source sedimentation, nutrient loading, and thermal changes of water bodies within our watershed. To implement stewardship and outreach, SCRCA staff source grant funding from a variety of sources.

**Update:**

**Outreach events** that promote stewardship and understanding of the Sydenham River and the St. Clair watershed:

Saturday, September 11 – **Ipperwash Beach Cleanup**. Once again, this cleanup had great weather and a great turnout. Over 25 volunteers participated and collected over 100 pounds of garbage! This event was supported by MECP COA funding.

Tuesday, September 14 – **Coldstream Fish Day**. A drop-in event highlighting fish and fish monitoring in the Sydenham River. Biology staff did live demonstrations, and had "touch tanks" set up to view the diversity of fish species in the Sydenham River. The event was held at Coldstream Conservation Area, Ilderton. This event was supported by DFO Canadian Nature Fund.





Wednesday September 22 – **National Tree Day**. A celebration of St. Clair Conservation’s 60th Anniversary and an event commemorating over 4 million trees planted and 100 ha of wetland restored in our watershed. Staff highlighted the importance of terrestrial and aquatic habitat restoration in the preservation of our local species at risk. Despite the heavy rain, the event brought together past funders and landowners who had implemented stewardship projects. This event was supported by DFO Canadian Nature Fund.



September 18, 19, 30, and October 1 – **Coldstream Boardwalk Replacement**. With funding from MECP Great Lakes Guardian Fund, SCRCA staff coordinated the replacement of 550 feet (167m) of boardwalk at the Coldstream Conservation Area. Over the project days, SCRCA staff pitched in and had over 15 volunteers from Enviro-Friends of Coldstream and the community.



Saturday, October 2 - **Bridgeview Community Tree Planting Event**. Over 600 native shrubs, perennials, and aquatic vegetation were planted at Bridgeview Conservation Area in the Town of Petrolia with ~25 volunteers – including Mayor (and Board Member) Brad Loosely and Councillor Marty Souch. The goal of the event was to further naturalize a portion of the park (on the south side of Petrolia Line). This event was supported by TD Tree Days and MECP Great Lakes Guardian Fund.



Saturday, October 2 – **Strathroy Rotary Club Guided Trail Hikes**. SCRCA biology staff were invited to have an information booth and lead guided hikes around the Conservation Area to highlight the Sydenham River, aquatic species at risk, stewardship and nature. Over 50 people attended the event hosted by the Strathroy Rotary Club.



### Outreach materials:



YOUTUBE.COM

#### Lambton Shores Phragmites Removal

Join SCRCA staff along with volunteers from the Upperwash Phragmites...

SCRCA recently completed a video of volunteer efforts to control invasive *Phragmites* in a coastal wetland complex along Lake Huron. This video was posted on our YouTube channel and on social media.

<https://www.youtube.com/watch?v=9wkziaisOg8>

### Stewardship Project update:

This summer has been busy for stewardship projects! Staff have worked with landowners to implement 2 wetlands (1.05 acres), a creek crossing, and 5 erosion control/maintenance projects – including 6 berms and 1 grassed waterway). Staff are working with partners to create 3 more wetlands (2.5 acres) this fall. Conservation Services is gearing up for fall site visits for spring tree planting. There are over 55 landowners interested in trees for the spring!



A wetland completed this summer with funding from DFO Canadian Nature Fund, Ducks Unlimited Canada and MECP Great Lakes Local Action fund.

### External Grant update:

#### Grants Applied for

Fisheries and Oceans Canada (DFO) **Canadian Nature Fund**: An application for 4 years of funding towards stewardship in the St. Clair Region, fish and mussel monitoring, and outdoor education program. The application is requesting \$1.5 million over the next four years and will support multiple departments.

Fisheries and Oceans Canada (DFO) **Canadian Nature Fund**: an additional 4-year application with multiple partners including researchers from University of Toronto and University of Windsor to enhance a coastal wetland complex at the Keith McLean property in Rondeau Bay. The application also includes phragmites control, community aquatic planting event, wetland grand opening event, interpretive sign and post-restoration monitoring. This application is requesting \$172,200

Wildlife Habitat Canada **Habitat Grant**: A 1-year application requesting \$35,000 towards wetland stewardship, education and outreach in the St. Clair Region.

### **Grants/Contracts Awarded**

Fisheries and Oceans Canada (DFO) **Habitat Stewardship Program Terrestrial Species at Risk (SAR)**: Biology staff received 1 year of funding (\$53,250 for salary, software, and support) to compile species occurrence records and sightings into a digital template and electronic database (using Kisters Software “KiEco”) that will form the foundation for the GIS Mapping Tool. The compiled information will be useful in identifying management actions for SAR and their habitats on Authority owned and managed lands. Additionally, the project may also suggest locations for appropriate habitat compensation projects or flag species-specific surveys for Environmental Impact Studies. Staff have been encouraged to re-apply for future funding once it is available.

### **Waste Management Inventories – Twin Creeks Environmental Centre**

This fall, Biology staff were contracted by Waste Management – Twin Creeks Environmental Centre to assist with conducting species inventories of the vegetation and animal species at the site. SCRCA staff have completed previous inventories in 2012, 2015, and 2017 as part of the certification requirements for the facility. On September 24<sup>th</sup>, SCRCA Biology staff completed a species inventory of the vegetation and animal species in designated communities using the Ecological Land Classification System (ELC). An analysis of these areas was provided using the Southern Ontario Floral Inventory Analysis (SOFIA) tool. This tool provides the Twin Creek Environmental Centre with information on not only the species present but also ration of native and non-native species, coefficient of conservatism and wetness coefficients to generate a holistic understanding of these communities and the wildlife habitat efforts on the property.

### **Financial Impact:**

Should the current applied for grants be awarded, various SCRCA departments may receive up to \$1,535,000 over the next four years.



**Meeting Date:** November 4, 2021**Item 9.1 (c)****Report Date:** October 21, 2021**Submitted by:** Steve Shaw**Subject:** Lambton County West Nile / Mosquito control**Recommendation:**

That the Board of Directors acknowledges the report dated October 21, 2021 regarding the Lambton County Mosquito Control Program for West Nile Virus control.

**Background:**

SCRCA has been working with Lambton Public Health to reduce adult mosquito populations throughout Lambton County since 2006. Larvicide treatment is performed in all catch basins in towns, villages and rural areas within the County of Lambton as well as the city of Sarnia. Work is performed under the SCRCA pesticide operator's license, insurance and Ministry of Environment, Conservation and Parks (MECP) permits. Starting in the last week of June and running until the third week of August, fully licensed SCRCA pesticide exterminator staff and trained pesticide technician summer staff treat up to 17,000 individual catch basins with three separate applications of a mosquito growth regulator at 21 to 25 day intervals.

**Update:**

The 3-year contract between SCRCA and the County of Lambton (signed in 2018) ended in April 2021 was extended for another 2 years until April of 2023. A new contract will be required in 2023 in order for SCRCA to continue to provide this service to the County in future years. SCRCA also treats catch basins within boundaries of Aamjiwnaang First Nation; however, this service is not part of the contract with the county of Lambton. Conservation services staff attempted to conduct numerous efficacy tests during the summer to monitor the effects of the treatment program. Efficacy results were difficult to obtain due to above normal rain events throughout the summer. Numerous mosquito pupae are required for accurate efficacy determination. Heavy rain events usually washes out mosquito pupae from the catch basins. Some pupae were captured during the summer however, numbers were minimal and did not provide sufficient information to determine proper efficacy.

On a positive note, no positive human cases of West Nile virus have been confirmed in the treatment areas of Sarnia – Lambton to date. A larvicide treatment report will be sent to Lambton Public Health and the MECP before the end of November.

**Financial Impact:** Larvicide treatment is fully paid for by the County of Lambton



**Meeting Date:** November 4, 2021                      **Item 9.1 (d)**  
**Report Date:** October 21, 2021  
**Submitted by:** Steve Shaw

**Subject:** Conservation Services Report

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**Recommendation:**

That the Board of Directors acknowledges the report dated October 21, 2021 regarding the Conservation Services Programs.

**Background:**

The fall season is the busiest time of the year for conservation services which operates with the least number of staff on during this period. Assistance from other departments is occasionally required. This extra assistance is usually necessary every fall to keep services on schedule and is much appreciated by the conservation services department.

**Update:**

The 2022 tree planting program is moving forward with approximately 60 landowner inquiries to connect with this fall so far. Arrangements for on landowner site visits has started. Several funding opportunities to assist landowners with the cost of trees, planting and future tending have been confirmed for next spring.

The fall tree seed collection program was very successful once again this year with several thousand litres of local hardwood tree seed collected and shipped to the tree nursery, which will be used for growing tree seedlings for the 2023 and 2024 planting seasons.

Fall phragmites control work ran for several weeks and is now complete. Phragmites spraying was completed for one municipality and one landowner in the Oil Springs area. Herbicide spraying for phragmites control was also provided for two organizations in Lambton Shores this year.

The fall tree spraying/herbicide program will be starting for landowner tree planting properties under the authority's tree maintenance program. More than 150,000 trees on more than 75 individual properties require vegetation control work each fall. Spraying operations usually runs well into the month of November, depending on weather conditions, as the season approaches late fall freezing conditions.

**Financial Impact:**

Project funds received from provincial and federal grants goes toward conservation project expenses incurred by property owners. Staff time for site visits and all other project coordination including seed collection for future tree seedlings does not receive financial support. The seasonal conservation technician position was not filled this year in order to save costs.

**Meeting Date:** November 4, 2021 **Item 9.1 (e)**  
**Report Date:** October 20, 2021  
**Submitted by:** Melissa Deisley, Jeff Vlasman, Kelli Smith

**Subject:** Regulations Activity Summary

A summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands, and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 171/06 under Ontario Regulation 97/04) is presented below. This report covers the period from September 1, 2021 to September 30, 2021

Regulations Permits Issued						
Application #	Location	Municipality	Proposal	Submitted	Issued	Days
R#2020-0774	647 Wall Street	Chatham-Kent	Addition	Aug-03	Sep-07	35
R#2020-0799	323 Bruce Street	Chatham-Kent	New build.	Sep-17	Sep-17	1
R#2021-0372	506 Sandra Crescent	Chatham-Kent	Carport and Porch Addition	Jul-14	Sep-15	63
R#2021-0420	26774 Winterline Road	Chatham-Kent	New Build	Sep-03	Sep-14	11
R#2021-0359	3163 Aberfeldy Line	Dawn-Euphemia	New Build	Sep-10	Sep-16	6
R#2021-0607	1756 Smith Falls Road	Dawn-Euphemia	construct, maintain and operate the subject pipeline	Sep-01	Sep-16	15
R#2021-0612	1422 Gould Road	Dawn-Euphemia	170m of NPS 2 PE IP gas pipeline being installed	Sep-02	Sep-16	14
R#2021-0614	1506 Naylor Road	Dawn-Euphemia	approx. 753m of NPS 2 PE IP gas pipeline being installed	Sep-07	Sep-16	9
R#2021-0608	5372 Egremont Drive	Middlesex Centre	New Culvert	Sep-01	Sep-17	16

R#2021-0673	4895 Lakeshore Road, Unit A-21, Plympton-Wyoming	Plympton-Wyoming	Addition	Sep-28	Sep-30	2
R#2021-0584	1220 Fort St, Sarnia	Point Edward	Replace wooden walkway	Sep-16	Sep-30	14
R#2021-0513	1900 St. Clair Parkway	Sarnia	Integrity Dig	Jul-21	Sep-14	55
R#2021-0609	612 McGregor Sideroad	Sarnia	Integrity dig	Sep-02	Sep-16	14
R#2021-0610	40 Indian Road South	Sarnia	Integrity dig	Sep-02	Sep-16	14
R#2021-0611	0 Vidal Street South	Sarnia	Integrity dig	Sep-02	Sep-16	14
R#2021-0613	1010 Plank Road, Sarnia	Sarnia	Install a new switchgear and a new transformer	Sep-02	Sep-16	14
R#2021-0217	3975 Leeland Dr	St. Clair	Build Storage Shed	Sep-08	Sep-16	8
R#2021-0360	Century Drive	Strathroy-Caradoc	Culvert Replacement	Sep-09	Sep-10	1
<b>Total Permits Issued: 18</b>		<b>Average Number of Days to Issue for this Period: 17</b>				

## Regulations Inquiries

FileReference	Municipality	Location
R#2021-0568	Brooke-Alvinston	3658 Sutorville Rd, Alvinston
R#2021-0592	Brooke-Alvinston	6246 Shiloh Line
R#2021-0212	Chatham-Kent	9101 Corktown Line
R#2021-0318	Chatham-Kent	2024-2028 Dufferin Ave
R#2021-0672	Dawn-Euphemia	550 Mawlam Road, Dawn-Euphemia
R#2018-393	Lambton Shores	9672 Ruth Place
R#2019-086	Lambton Shores	9161 Wood Drive
R#2021-0182	Lambton Shores	6897 Clemens Line
R#2021-0667	Lambton Shores	6414 Victoria Ave, Ipperwash
R#2021-0668	Lambton Shores	6414 Victoria Street, Ipperwash
R#2021-0669	Lambton Shores	Lot 7, Con 19, West Ipperwash Rd
R#2021-0670	Lambton Shores	6414 Victoria Avenue, Lambton Shores
R#2021-0671	Lambton Shores	6897 Clemens Line
R#2021-0428	Petrolia	4319 Petrolia Line

R#2020-0745	Plympton-Wyoming	6149 Oil Heritage Road
R#2021-0354	Plympton-Wyoming	Marg Avenue (left of 7937)
R#2021-0383	Plympton-Wyoming	4338 Bluepoint Drive
R#2021-0413	Plympton-Wyoming	5266 Aberarder Line
R#2021-0600	Plympton-Wyoming	3446 Egremont Road, Plympton Wyoming
R#2021-0646	Plympton-Wyoming	b/t 4340 & 4346 Lambton Lane
R#2021-0657	Plympton-Wyoming	4606 Lakeside Street & Lot 15 Lakeside Street
R#2021-0517	Sarnia	2277 Goldie Lane
R#2021-0597	Sarnia	1736 LaSalle Line
R#2020-0822	St. Clair	2801 St. Clair Parkway
R#2021-0623	St. Clair	4080 St Clair Parkway (have to search 4076)
R#2021-0624	St. Clair	1691 Brigden Road, Wilkesport
R#2021-0684	St. Clair	2979 St. Clair Parkway
PL#2021-0100	Strathroy-Caradoc	6783 Century Drive
R#2021-0421	Strathroy-Caradoc	6783 Century Drive
R#2021-0566	Strathroy-Caradoc	7275 Falconbridge, Melbourne
R#2021-0616	Strathroy-Caradoc	Centre Road (across from 28711)
R#2021-0694	Strathroy-Caradoc	8249 Century Drive, Mount Brydges
<b>Total Regulations Inquiries: 32</b>		

## Regulations - DART Completed Files

File Reference	Municipality	Drain / Watercourse
R#2021-0651	Brooke-Alvinston	McNally Drain
R#2021-0666	Brooke-Alvinston	White Drain
R#2021-0654	Chatham-Kent	Townline Drain
R#2021-0655	Chatham-Kent	Townline Drain
R#2021-0656	Chatham-Kent	13th Concession Drain
R#2021-0419	Enniskillen	Perkins Drain
R#2021-0602	Enniskillen	Stewart Drain
R#2021-0661	Enniskillen	Noble Brownlee Drain
R#2021-0630	Plympton-Wyoming	Noble Wilson Drain
R#2021-0631	Plympton-Wyoming	Parker Creek
R#2021-0632	Plympton-Wyoming	Kerrigan Drain
R#2021-0652	St. Clair	Jarvis Drain

R#2020-0815 Warwick Iles Drain

**Total DART Permits Issued: 13**

## Regulations Inquiries - Drains

<b>File Reference</b>	<b>Municipality</b>	<b>Drain / Watercourse</b>
R#2021-0662	Brooke-Alvinston	Zavitz Campbell Drain
R#2021-0663	Brooke-Alvinston	Parker Lucas & Acton Drain Branch No. 1
R#2021-0664	Brooke-Alvinston	6/7 Sideroad or Government Drain No. 1
R#2021-0665	Brooke-Alvinston	Benner Duffy Drain
R#2021-0636	Chatham-Kent	Irving Drain
R#2021-0660	Chatham-Kent	DeBot Drain
R#2021-0073	Plympton-Wyoming	King Bryson
R#2021-0622	Plympton-Wyoming	Falconer-Ramsay Drain
R#2020-0280	Southwest Middlesex	Robinson Drain
R#2021-0653	Southwest Middlesex	Black Drain
R#2021-0145	Strathroy-Caradoc	Slegers-Melbourne Road Drain
R#2021-0502	Warwick	Eastman VanAert Drain
R#2021-0637	Warwick	Parker Drain

**Total Regulations Inquiries Regarding Drains: 13**

**Meeting Date:** November 4, 2021      **Item** 9.1 (f)  
**Report Date:** Sarah Hodgkiss, Laura Biancolin  
**Submitted by:**  
  
**Subject:** Planning Activity Summary

A summary of staff activity related to Municipal Plan Input and Review is presented below. This report covers the period from September 1, 2021 to September 30, 2021.

Municipal Plan Input and Review			
File Reference	Location	Municipality	Municipal File
PL#2021-0073	800 Elizabeth Street	Chatham-Kent	
PL#2021-0096	9101 Corktown Line	Chatham-Kent	B-116/21 A-68/21
PL#2021-0097	9550 Meadowvale Line	Chatham-Kent	B-118/21
PL#2021-0099	2024-2028 Dufferin Ave	Chatham-Kent	
PL#2021-0102	7205 Otter Line	Chatham-Kent	D-14 CH/55/21/R B- 113/21 & B-114/21
PL#2021-0104	6865 Base Line	Chatham-Kent	
PL#2018-087	Pt Lt 74&75, Lake Road W	Lambton Shores	
PL#2019-011	9532 & 9569 Ipperwash Road	Lambton Shores	
PL#2021-0098	Pt Lot 7, Con 19, W Ipperwash Road	Lambton Shores	ZO-02/2019 B-09/2019, B-10/2019
PL#2021-0103	5512 Beach Street	Lambton Shores	
PL#2021-0107	10504 Ilderton Road	Middlesex Centre	
PL#2021-0095	2761 Oil Heritage Road	Oil Springs	B004-2021
PL#2021-0093	4035 Edward Street	Petrolia	
PL#2018-110	First Ave	Petrolia	
PL#2018-022	Queen Street	Plympton-Wyoming	51-2018 38T-18004 B01-2018, B01-2020
PL#2019-102	Fleming Road & Queen Street	Plympton-Wyoming	38T-19004
PL#2020-0007	4135 London Line and 5655 Kerrigan Road	Plympton-Wyoming	
PL#2021-0052	4359 London Line	78 Plympton-Wyoming	

PL#2021-0079	3396 Egremont Road	Plympton-Wyoming	
PL#2021-0086	Ivy Lane	Plympton-Wyoming	
PL#2021-0091	4195 Aberarder Line	Plympton-Wyoming	
PL#2019-115	1600 Venetian Blvd	Point Edward	
PL#2018-014	834 Lakeshore Road	Sarnia	OPA 12 No. 03-2021-85 of 2002 No. SD1-2021
PL#2020-0072	Confederation Line	Sarnia	
PL#2021-0012	1758 Confederation Line	Sarnia	
PL#2021-0083	5641 Blackwell Sideroad	Sarnia	
PL#2021-0084	1748-1794 Blackwell Road	Sarnia	
PL#2021-0094	1345 Christina Street N	Sarnia	
PL#2021-0082	Wellington Street	Newbury	
PL#2020-0040	West of Douglas Street, Wilkesport	St. Clair	R-6-2020 B-14/21
PL#2020-0085	403 LaSalle Line	St. Clair	
PL#2021-0010	St. Clair Parkway Place	St. Clair	38T-97002
PL#2021-0037	Lot 27, Con 10	St. Clair	
PL#2021-0060	Lot 35, Con Front, S of Penrise Street	St. Clair	
PL#2021-0105	W of Hwy 40, N of Courtright Line and S of Moore Line	St. Clair	
PL#2018-018	22805 Adelaide Road	Strathroy-Caradoc	ZBA15-2021 39T-SC2101
PL#2019-068	Queen St and Glendon Dr Mount Brydges	Strathroy-Caradoc	ZBA02-2020 39T-SC2001
PL#2021-0001	7870 Falconbridge Drive, Strathroy	Strathroy-Caradoc	B22-2020
PL#2021-0054	Pt Lot 19, Con 4, North of Napperton Drive	Strathroy-Caradoc	
PL#2021-0064	137 Frank St	Strathroy-Caradoc	
PL#2020-0012	7806 Confederation Line	Warwick	38T-21001
PL#2021-0041	7757 Confederation Line	Warwick	
PL#2021-0057	7140 Egremont Road	Warwick	
PL#2021-0069	308 St. Clair Street	Warwick	
PL#2021-0108	Pineview Crescent	Warwick	
<b>Total Plan Review Items: 45</b>			

## Environmental Assessments

<b>File Reference</b>	<b>Location</b>	<b>Municipality</b>
EA#2020-016	Canatra Park (Former Michigan Ave Landfill)	Sarnia
EA#2021-010	St. Clair Parkway	St. Clair
EA#2021-006	Dawn Compressor Station to Corunna Compressor Station	Dawn-Euphemia

**Total Environmental Assessments: 3**

## Legal Inquiries

<b>File Reference</b>	<b>Location</b>	<b>Municipality</b>
LL#2021-0033	1430 Moore Line	St. Clair

**Total Legal Inquiries: 1**



Prepared By: Tracy Prince  
 Oct 21/21  
 DRAFT

ST CLAIR REGION CONSERVATION AUTHORITY  
 Statement of Revenue and Expenditure  
 For Nine Months Ended 30/09/2021

Item 9.1 (g)

	Actual To Date			Annual Budget Prorated Nine Months Ended September 30, 2021		Variance from Budget	
	Revenue	Expenditures	Surplus(Deficit)	Revenue	Expenditures	Revenue	Expenditures
<b>Flood Control &amp; Erosion Control</b>	\$522,279	\$356,642	\$165,637	\$402,488	\$402,488	\$119,792	(\$45,846)
<b>Capital Projects/WECI</b>	\$2,808,549	\$2,738,796	\$69,753	\$2,365,500	\$2,365,500	\$443,049	\$373,296
<b>Conservation Area's Capital Development</b>	\$8,475	\$11,146	(\$2,672)	\$45,000	\$45,000	(\$36,525)	(\$33,854)
<b>IT Capital</b>	\$14,508	\$3,885	\$10,623	\$14,400	\$14,400	\$108	(\$10,515)
<b>Equipment</b>	\$53,100	\$28,406	\$24,694	\$54,000	\$54,000	(\$900)	(\$25,594)
<b>Planning &amp; Regulations</b>	\$521,414	\$407,290	\$114,124	\$484,646	\$484,646	\$36,767	(\$77,357)
<b>Technical Studies</b>	\$516,850	\$78,149	\$438,701	\$209,197	\$209,197	\$307,653	(\$131,048)
<b>Recreation</b>	\$1,393,362	\$1,057,948	\$335,413	\$1,116,727	\$1,116,727	\$276,635	(\$58,779)
<b>Property Management</b>	\$179,348	\$179,657	(\$309)	\$189,231	\$189,231	(\$9,883)	(\$9,574)
<b>Education and Communication</b>	\$120,420	\$158,643	(\$38,223)	\$200,220	\$200,220	(\$79,800)	(\$41,577)
<b>Source Water Protection</b>	\$293,904	\$126,714	\$167,190	\$324,375	\$324,375	(\$30,471)	(\$197,661)
<b>Conservation Services/Healthy Watersheds</b>	\$1,334,963	\$800,419	\$534,544	\$682,858	\$682,858	\$652,105	\$117,561
<b>Administration/AOC Management</b>	\$1,232,044	\$837,754	\$394,290	\$1,221,278	\$1,221,278	\$10,766	(\$383,524)
	<b>\$8,999,215</b>	<b>\$6,785,449</b>	<b>\$2,213,766</b>	<b>\$7,309,920</b>	<b>\$7,309,920</b>	<b>\$1,689,295</b>	<b>(\$524,471)</b>

**Notes:**

1. Municipal matching, non-matching, and Recreation levies have been invoiced and are recorded in the actual revenue reported above. See General Levy Report for amounts outstanding.
2. The significant variances from budget to actual is reflective of the nature/timing and uniqueness of the particular projects. The variances will reduce and disappear as the year progresses.
3. Budget for the year is divided by 12 and multiplied by the number of months in the reporting period, this does not reflect the seasonality of the nature/ timing of projects



**ST. CLAIR REGION CONSERVATION AUTHORITY**  
Cheques September 2021

CHQ. #	DATE	VENDOR	DESCRIPTION	AMOUNT
122020	9/9/2021	AECOM Canada Ltd	Highland Glenn Project	\$ 5,973.00
122033	9/9/2021	Parsons Inc.	Sediment Management Project	\$ 78,930.42
122043	9/9/2021	VALLEY LAWN CARE	Lawn Care	\$ 7,847.90
122055	9/22/2021	JL Excavating Strathroy Inc	Strathroy CA parking lot	\$ 8,723.60
122061	9/22/2021	MAITLAND VALLEY CONSERVATION A	OMAFRA COA 2020-2021 Grant	\$ 15,000.00
122063	9/22/2021	PODOLINSKY FARM EQUIPMENT	Equipment purchase for CA's	\$ 32,365.12

**TOTAL CHEQUE DISBURSEMENTS - BANK #1 -** **\$ 148,840.04**

**INTERNET BANKING** September 2021

TRANS #	DATE	VENDOR	DESCRIPTION	AMOUNT
9892	9/30/2021	HYDRO ONE Networks Inc.	Hydro	\$ 41,642.91
9894	9/30/2021	OMERS	Pension	\$ 56,267.46
9895	9/30/2021	ONTARIO MINISTER OF FINANCE	Employer Health Tax	\$ 7,049.70
9896	9/30/2021	PETRO CANADA INC.	Vehicle Fuel	\$ 5,577.23
9897	9/30/2021	RECEIVER GENERAL	Source Deductions	\$ 93,141.38
9899	9/30/2021	RWAM Insurance Administrators Inc	Group Benefits	\$ 13,161.59
9906	9/30/2021	WORKPLACE SAFETY & INS. BOARD	WSIB	\$ 10,137.62

**TOTAL INTERNET DISBURSEMENTS - BANK NO. 1 -** **\$ 226,977.89**

**Notes:** OMERS, EHT, WSIB, Receiver General are higher due to September being a 3 pay month.

**PAYROLL RUNS**

PAYROLL NO. 18	\$	92,190.03
PAYROLL NO. 19	\$	85,424.37
PAYROLL NO. 20	\$	80,256.42
PAYROLL NO.		
PAYROLL NO.		
PAYROLL NO.		
PAYROLL NO.		

**TOTAL PAYROLL RUNS -** **\$ 257,870.82**

**TOTAL DISBURSEMENTS -** **\$633,688.75**



2021 GENERAL LEVY SUMMARY

MUNICIPALITY	GROSS LEVY	PAID TO DATE	OUTSTANDING
Sarnia	\$ 441,956.00	441,956.00	\$ 0.00
Chatham-Kent	153,868.00	153,868.00	0.00
Brooke-Alvinston Twp.	21,080.00	21,080.00	0.00
Dawn Euphemia Twp.	31,269.00	23,451.75	7,817.25
Enniskillen Twp.	23,560.00	23,560.00	0.00
Lambton Shores M.	58,864.00	58,864.00	0.00
Oil Springs V	2,343.00	2,343.00	0.00
Petrolia T	29,919.00	29,919.00	0.00
Plympton-Wyoming T	64,563.00	64,563.00	0.00
Point Edward V	26,135.00	26,135.00	0.00
St. Clair Twp.	132,137.00	132,137.00	0.00
Warwick Twp.	27,176.00	27,176.00	0.00
Adelaide Metcalfe Twp.	22,636.00	22,636.00	0.00
Middlesex Centre Twp.	26,453.00	26,453.00	0.00
Newbury V	1,802.00	1,802.00	0.00
Southwest Middlesex M.	13,807.00	13,807.00	0.00
Strathroy-Caradoc M.	102,008.00	102,008.00	0.00
<b>TOTAL</b>	<b>\$ 1,179,576.00</b>	<b>\$ 1,171,758.75</b>	<b>\$ 7,817.25</b>

Item 9.1 (j)

Non-registered account #440-17189-13

September 30, 2021

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07251

ST. CLAIR REGION  
CONSERVATION AUTHORITY  
205 MILL POND CRESCENT  
STRATHROY ON N7G 3P9



## Your Investment Report

### Account Summary

This table provides an overview of your account; including the opening and closing balance for the reporting period.

Your Investments	Opening Value Sep 1, 2021	Closing Value Sep 30, 2021	Balance on Sep 30, 2021 (CAD\$)
Canadian Dollar Investments			
Cash Account	1,519,782.35	1,519,788.70	1,519,788.70
	1,519,782.35	1,519,788.70	1,519,788.70
<b>Grand Total (CAD\$)</b>			<b>1,519,788.70</b>
		<b>Last Statement Aug 31, 2021</b>	<b>1,519,782.35</b>

You can access up-to-date account information online through BMO Nesbitt Burns Gateway at: [www.gateway.bmonesbitburns.com](http://www.gateway.bmonesbitburns.com). To register for Gateway, please contact your Investment Advisor.

### We're here to help

We're dedicated to helping you succeed in meeting all of your wealth management goals. Call any member of our team referenced below if you have questions about **Your Investment Report**.

FLICK/BATCH#4  
Investment Advisor  
519-646-1180

Batch Flick Wealth Management  
[www.batchflick.com](http://www.batchflick.com)  
Assistant: Patricia Daer  
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London, ON N6A 5R8



Regulated by  
Investment Industry Regulatory  
Organization of Canada

JTA6920070-0053941-07251-0004-0001-00-

Non-registered account #440-17189-13

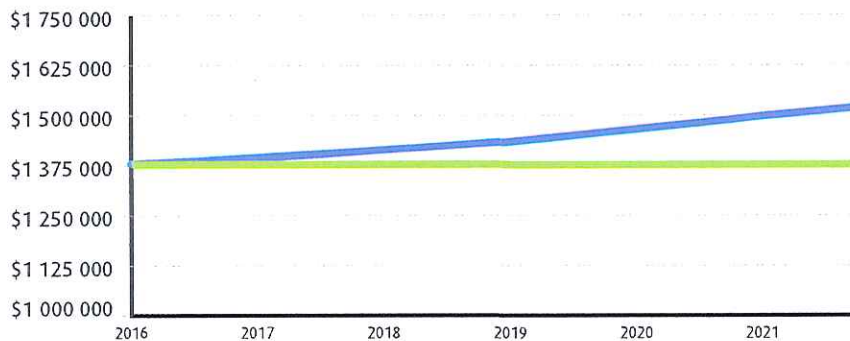
September 30, 2021

## ► Changes to your account

This table provides a summary of the change in value of your account, including all deposits, withdrawals and the change in market value of your investments, for both the current year and as of the start of reporting. Where applicable, balances have been converted to Canadian dollars, see page 1 for exchange rates.

	This Year (2021)	Since January 1, 2016
<b>Opening Value</b>	<b>1,498,175.04</b>	<b>1,379,179.68</b>
Deposited	+ 0.00	+ 0.00
Withdrawn	- 0.00	- 0.00
<b>Net Invested</b>	<b>= 0.00</b>	<b>= 0.00</b>
Change In Market Value	+ 21,613.66	+ 140,609.02
<b>Closing Value on Sep 30, 2021</b>	<b>1,519,788.70</b>	<b>1,519,788.70</b>

Net Invested is the value of total deposits less the value of total withdrawals.



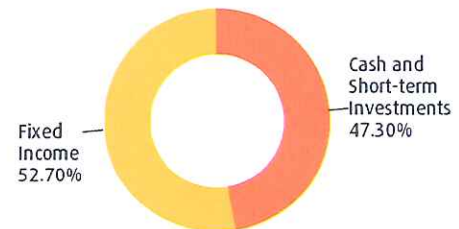
● MARKET VALUE  
● NET INVESTED

**The Change in Market Value of your account since January 1, 2016 is \$140,609.02.**  
This includes gains, losses and income received with respect to the investments held in your account.

## ► Summary of your investments in Canadian dollars

### Your Investor Profile

Investment Objective	Income		
Time Horizon	10 yrs and more		
Investment Category	Amount	Target %	Holdings %
● Cash and Short-term Investments	719,788.70	10.00	47.30
● Fixed Income	800,000.00	90.00	52.70
● Equities	0.00	0.00	0.00
<b>Total</b>	<b>1,519,788.70</b>		<b>100.00</b>



Investments held in your account have been chosen based on objectives you selected on the Client Account Agreement. As your circumstances change, it is important to talk to your Investment Advisor about updating these objectives.



Non-registered account #440-17189-13

September 30, 2021

## Your Canadian Dollar Investments

All amounts are reported in Canadian Dollars.

### ▶ Income you received

Type of Income	Current Month	Year to Date
Interest	6.35	21,674.04
<b>Total</b>	<b>6.35</b>	<b>21,674.04</b>

Under **Income you received**, amounts reported as dividends do not include income from ETFs, REITs and funds even though these transactions are reported as dividends under **Account activity for this month**.

### ▶ Expenses you paid

Type of Expense	Current Month	Year to Date
Interest	0.00	60.38
<b>Total</b>	<b>0.00</b>	<b>60.38</b>

Under **Expenses you paid**, amounts reported as interest include accrued interest paid on fixed income purchases. Accrued interest is not reported separately for purchase transactions under **Account activity for this month**.

### ▶ Your investment details

	Quantity	Cost		Market Value on September 30, 2021	
		Per Unit	Total	Per Unit	Total
<b>Cash Account</b>					
<b>● Cash and Short-term Investments</b>					
CASH			136,788.70		136,788.70
EQUITABLE BANK GIC ANNUAL DUE 05/17/2022 2.520%	100,000	100.000	100,000.00	100.000	100,000.00
HAVENTREE BANK GIC ANNUAL DUE 05/25/2022 0.840%	100,000	100.000	100,000.00	100.000	100,000.00
HOME TRUST COMPANY GIC ANNUAL DUE 05/25/2022 0.820%	83,000	100.000	83,000.00	100.000	83,000.00
VANCITY GIC ANNUAL DUE 06/23/2022 1.150%	300,000	100.000	300,000.00	100.000	300,000.00
<b>Subtotal</b>			<b>719,788.70</b>		<b>719,788.70</b>
<b>● Fixed Income</b>					
<b>Fixed Income</b>					
LBC TRUST GIC ANNUAL DUE 01/20/2023 2.220%	100,000	100.000	100,000.00	100.000	100,000.00
EQUITABLE TRUST GIC ANNUAL DUE 01/23/2023 1.160%	100,000	100.000	100,000.00	100.000	100,000.00

Non-registered account #440-17189-13

September 30, 2021

## Your Canadian Dollar Investments (continued)

All amounts are reported in Canadian Dollars.

### Your investment details (continued)

	Quantity	Cost		Market Value on September 30, 2021	
		Per Unit	Total	Per Unit	Total
HOMEQUITY BANK GIC ANNUAL DUE 05/25/2023 1.080%	100,000	100.000	100,000.00	100.000	100,000.00
CONCENTRA BANK GIC ANNUAL DUE 06/23/2023 1.320%	100,000	100.000	100,000.00	100.000	100,000.00
CANADIAN WESTERN BANK GIC ANNUAL DUE 11/06/2023 0.990%	100,000	100.000	100,000.00	100.000	100,000.00
LAURENTIAN BANK GIC ANNUAL DUE 11/28/2023 2.240%	100,000	100.000	100,000.00	100.000	100,000.00
B2B BANK GIC ANNUAL DUE 06/24/2024 1.400%	100,000	100.000	100,000.00	100.000	100,000.00
RFA BANK OF CANADA GIC ANNUAL DUE 08/30/2024 1.500%	100,000	100.000	100,000.00	100.000	100,000.00
<b>Fixed Income Subtotal</b>			<b>800,000.00</b>		<b>800,000.00</b>
<b>Subtotal</b>			<b>800,000.00</b>		<b>800,000.00</b>
<b>Total for Cash Account</b>			<b>1,519,788.70</b>		<b>1,519,788.70</b>
<b>Total Canadian Dollar Investments</b>			<b>1,519,788.70</b>		<b>1,519,788.70</b>

Average cost and market price indicator descriptions can be found in "Important information about your account".

### Account activity for this month

Date	Activity	Description	Quantity	Unit Price	Commission	Amount
<b>Cash Account</b>						
Sep 1, 2021		<b>Opening Cash Balance</b>				<b>136,782.35</b>
Sep 22, 2021	Interest	INTEREST ON CREDIT BALANCE AT 0.050% 08/22 THRU 09/21			0.00	6.35
Sep 30, 2021		<b>Closing Cash Balance</b>				<b>136,788.70</b>

This report includes activity recorded in your account since your last statement. For a more comprehensive listing of your account activity, sign into your BMO Nesbitt Burns Gateway account.

Non-registered account #440-17189-13

September 30, 2021

## Your Year-to-Date Fees Summary

### ▶ Fees you paid

This section summarizes all compensation received by BMO Nesbitt Burns with respect to your account. Our compensation comes from two sources: what we charge you directly (Operating and Transaction charges), and payments we receive from third parties.

See examples of operating charges in "Important Information about your Account". Some fees and charges may be reported as before-tax amounts and applicable tax is reported separately within the 'Sales Tax' line item. Where this is not possible the sales tax is included within the line item.

	CAD (\$)
<b>Operating charges</b>	
<b>Total operating charges</b>	<b>0.00</b>
<b>Transaction charges</b>	
<b>Total transaction charges</b>	<b>0.00</b>
<b>Total fees you paid in 2021</b>	<b>0.00</b>

### ▶ Payments BMO received from third parties

	CAD (\$)
GIC Commission	1,707.50
<b>Total payments BMO Nesbitt Burns received from third parties in 2021</b>	<b>1,707.50</b>

### ▶ Bulletin board

The USD/CAD conversion rate is: 1.2659, as of September 30, 2021

Please be advised that due to the new National Day of Truth and Reconciliation Federal holiday, on September 30, standard month-end account processes may be impacted.

Events generally processed on September 30 will be processed on October 1 and reflected on your October month-end statement.





ACPCE07 - 6634  
 SWSTM11000\_7056332\_001 E D **02114** 

Account Number: **460-16010**  
 Account Type: Regular Account  
 For the Period: **September 1 to 30, 2021**  
 Last Statement: August 31, 2021

ST. CLAIR REGION CONSERVATION  
 AUTHORITY  
 205 MILL POND CRES  
 STRATHROY ON N7G 3P9

**Address Information**  
 255 Queens Avenue  
 Suite 900  
 London ON  
 N6A 5R8



Phone: (519) 679-9490  
 Website: [www.scotiawealthmanagement.com](http://www.scotiawealthmanagement.com)  
 Branch Manager: Christie Nicolacopoulos




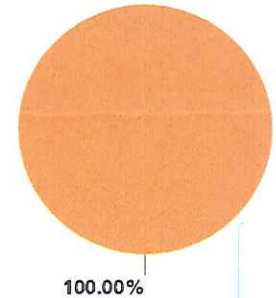
**Your Wealth Advisor**  
 Craig Emptage (519) 660-3259  
[craig.emptage@scotiawealth.com](mailto:craig.emptage@scotiawealth.com)

**Your Investment Team**  
 Michael Willemse (519) 660-3268  
 Tammy Jackson (519) 660-3215  
 Yousef Nassereddine (519) 660-3224

**CANADIAN Account Overview**

Currency: Canadian Dollar

Asset Class Summary	Sep. 30, 2021 Market Value	% of Total Assets
 <b>Fixed Income</b>	808,271	100.00
<b>Total Value of Account</b>	<b>\$808,271</b>	<b>100.00</b>
Total Value on Last Statement, August 31, 2021	\$813,390	



JTA6917588-0012019-02114-0003-0001-00-

## Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
<b>Fixed Income</b>						
CASH	CI CDN BD CORP CL EF (15137)	21,830.358	10.304	224,947	10.396	226,948
CASH	MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807)	13,696.279	9.976	136,635	9.738	133,374
CASH	MANULIFE STRATEGIC INCOME FUND CL F NL (659)	15,834.186	12.317	195,042	12.410	196,502
CASH	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505)	17,855.912	14.348	256,202	14.082	251,447
<b>Total Fixed Income</b>						<b>\$808,271</b>
<b>Total Account Holdings</b>				<b>\$812,826</b>	<b>\$808,271</b>	

The average cost and adjusted book value displayed on this statement incorporates re-invested dividends and/or mutual fund distributions and does not necessarily reflect your original purchase price. Please see Average Cost & Adjusted Book Value in the Statement Notes for more information.

## Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
<b>Opening Cash Balance</b>						<b>\$0.00</b>
Sep. 01, 2021	CASH	DIVIDEND	PIMCO MONTHLY INCOME FUND (CANADA) CL M (505) REINVEST 08/31/21 @ \$14.1581 PLUS FRACTIONS OF 0.724 BOOK VALUE \$831.42	58		
Sep. 20, 2021	CASH	DIVIDEND	MACKENZIE GLOBAL TACTICAL INVESTMENT GRADE BD FD SERIES F (4807) REINVEST 09/17/21 @ \$9.7935 PLUS FRACTIONS OF 0.381 BOOK VALUE \$258.36	26		
Sep. 27, 2021	CASH	DIVIDEND	MANULIFE STRATEGIC INCOME	30		



## Monthly Activity - continued

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
			FUND CL F NL (659) REINVEST 09/24/21 @ \$12.4697 PLUS FRACTIONS OF 0.671 BOOK VALUE \$382.46			

**Closing Cash Balance** **\$0.00**

## Summary

### Income Summary

	This Period	Year-to-Date
<b>Total Income</b>	<b>\$0</b>	<b>\$0</b>

## A Note From ScotiaMcLeod

### Auditor's Message

Our auditors, KPMG LLP, are presently engaged in the examination of our year-end financial statements. Please compare this statement against your records and advise our auditors of any discrepancies: Shareholders' Auditors, Attention: Yani Xu, KPMG Audit Team, Bay Adelaide Centre, 333 Bay Street - Suite 4600, Toronto, ON, M5H 2S5, Canada, fax at (416) 777-8818 or email: [scotiacapitalconfirm@kpmg.ca](mailto:scotiacapitalconfirm@kpmg.ca)

## Your Personal Investment Profile

The following information reflects your stated investment objectives and risk tolerance for this account, as well as your overall investment knowledge. If you would like to make any changes, have questions about whether or not this is appropriate for you or would like to discuss how your current investments correspond to this profile, please contact your Wealth Advisor.

For more information, please review Guidelines for Investment Objectives and Related Account Risk Factors in the ScotiaMcLeod Relationship Disclosure Document and Terms and Conditions brochure.

Alternatively, please visit [https://www.scotiawealthmanagement.com/content/dam/scotiabank/swm/TandC\\_eng.pdf](https://www.scotiawealthmanagement.com/content/dam/scotiabank/swm/TandC_eng.pdf)

### Investment Objectives

Income: \_\_\_\_\_ 100%  
 Growth: \_\_\_\_\_  
 Speculative Trading: \_\_\_\_\_

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## Your Personal Investment Profile - continued

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### Risk Tolerance

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Low:	90%
Medium:	10%
High:	

### Overall Investment Knowledge

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Investment Knowledge:	Medium
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### Time Horizon

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Long Term:	7+ Years
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**Meeting Date:** November 4, 2021  
**Report Date:** October 22, 2021  
**Submitted by:** Donna Blue

**Item 9.1 (k)**

**Subject:** Communications Report

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## **Recommendation:**

That the Board of Directors acknowledges the Communications Report dated October 22, 2021, including Memorial Forest programs, Conservation Awards, Conservation Foundation Update, and Conservation Education fundraising.

## **Strategic Objectives(s):**

Goal 3 – Provide recreation and education opportunities for the public to enjoy and learn from our natural environment.

## **Memorial Forest Dedications:**

### **Denning’s Memorial Forest Program – 2021**

The Denning’s Memorial Forest Program was established by the Foundation in partnership with Denning Bros Funeral Homes in 1997. Through this program, Denning’s makes donations on behalf of families they serve, which are used to support conservation education and tree planting efforts throughout the region. In 2017, Denning’s Funeral Home expanded into Lambton and Chatham-Kent which also expanded the Memorial Forest Program to include seven funeral homes. Memorial forest dedications were held at Victoria Park in Strathroy (May) and at the Keith McLean Conservation Lands in Morpeth (September) to celebrate the memory of those lost. The services typically attracted between 70-100 people, each.

In late 2019 and early 2020, Denning Bros Funeral Homes sold some of their Chatham-Kent establishments and decided to discontinue the dedication service held at the Keith McLean Conservation Lands. Instead, they planned to hold one large event in Strathroy. For the second year in a row, the event was cancelled in 2021 due to the COVID-19 pandemic.

SCRCA staff met with Denning’s staff on October 21, 2021 to discuss future “dedication” services for the Denning’s Memorial Forest Program. In lieu of the traditional dedication service, Denning’s and SCRCA staff will organize a “Walk to Remember” event in June 2022. The event will entail a walk along local trails in the Strathroy area followed by an informal service at Centennial Park at Denning’s Memorial Grove.

In 2020, \$16,110 was donated to the Foundation. The 2021 donation will be made available in early 2022.



Bill Denning, of Denning’s Bros Funeral Homes addresses those who attended the last dedication service held the Keith McLean Conservation Lands on September 15, 2019.

### **Foundation Memorial Forest Dedication – 2021**

Once again, due to the on-going COVID-19 pandemic, the St. Clair Region Conservation Authority and Foundation made the difficult decision to cancel the in-person Foundation Memorial Forest dedication service scheduled to take place on September 26, 2021, at the Lorne C. Henderson Conservation Area.

Similar to what was prepared in 2020, a recorded service will be released and made available to all the families who made donations this past year. The video prepared to recognize the donations made in 2020 was well received and viewed 170 times on the SCRCA’s YouTube channel.

From September 2020 to August 2021, 74 trees were dedicated through individual donations to the program. To date, a total of 2,295 trees have been dedicated through the Foundation’s Memorial Forest Program.



Despite the cancellation of the in-person Memorial Forest dedication service in 2021, a ceremonial tree was still planted at the Lorne C. Henderson Conservation Area. The 2021 ceremonial tree species is a Tulip Tree – a native Carolinian tree species.



## **Conservation Awards:**

A list of possible conservation award recipients will be brought forward at our Board meeting in December. Board members wishing to nominate any individual or organization should contact Donna Blue at the SCRCA Administration Office ([dblue@scrca.on.ca](mailto:dblue@scrca.on.ca); (519) 245-3710 Ext. 219).

## **St. Clair Region Conservation Foundation:**

The St. Clair Region Conservation Foundation raises funds to support the work of the Conservation Authority. At the October 14<sup>th</sup> meeting, the Foundation approved support for the following projects and programs:

- \$60,000 to support Conservation Education.
- \$15,000 to support five intern positions with the Authority in 2022.
- \$1,700 to support the printing and distribution of the Species at Risk (SAR) Newsletter that will be distributed to over 60,000 households in the St. Clair watershed.
- \$25,000 to support the development and publishing of Watershed Report Cards that analyzes water quality data for the period of 2016-2020.
- \$20,000 to support dam decommissioning studies at the Strathroy and Coldstream Conservation Areas.

## **St. Clair Challenge Virtual Fundraiser**

The inaugural St. Clair Challenge Virtual Fundraiser was launched on July 1<sup>st</sup>, 2020. The purpose of the fundraiser was to celebrate the St. Clair Region Conservation Authority's 60<sup>th</sup> Anniversary, and to encourage our watershed residents to get out and explore the natural areas in our region – all while raising funds to support local conservation efforts.

Between July 1<sup>st</sup> and August 31<sup>st</sup>, participants were challenged to walk, run, hike, bike, or paddle along trails or waterways in the SCRCA watershed by registering for one of four “distance challenges” (6 km, 16 km, 36 km, or 60 km). The registration and fundraising webpage were administered through the company, Race Roster (<https://raceroster.com/events/2021/49406/the-st-clair-challenge>).

The fundraiser was promoted in a variety of ways including a media release, newspaper and radio interviews, community event calendars, social media, email blasts to long-term vendors and partners, and presentations to interest groups (e.g., Lambton County Trails Committee).

Participation in the fundraiser was low. Nine participants registered for the challenge (4 for the 6 km challenge, 2 for the 36 km challenge, and 3 for the 60 km challenge) which brought in \$90.00 in registration fees. In addition, fundraising efforts totalled \$228.68 for a grand total of \$318.68 in revenue.



Social media campaigns were launched over the duration of the St. Clair Challenge Virtual Fundraiser to promote participation and to highlight different natural areas and special features throughout the watershed.

## Conservation Education Fundraising

One of the main Authority programs supported by the Foundation is Conservation Education. Efforts are made to secure funds from corporate sponsors, special events, and the BINGO program. Additionally, the Conservation Authority applies for government grants to support the education program. Current efforts include:

### **Sarnia-Lambton Environmental Association (SLEA):**

For over 20 years, the Sarnia-Lambton Environmental Association (SLEA) has provided \$30,000 in funding to sponsor the “River Critters” (JK - Grade 12) and “Go With the Flow” (JK – Grade 8) in-class conservation education programs, allowing the SCRCA to offer these programs free-of-charge. In 2020, SLEA reduced their donation to \$15,000 due to the financial impact of the COVID-19 pandemic.

New management at SLEA is interested in having a new, revitalized education program developed that better align with SLEA’s goals and messaging. Discussions have been ongoing in 2021. The SCRCA Education team presented a new education concept in July 2021 that focusses on four overall goals:

1. Continue to assist students to build a positive relationship to air, water, and land.
2. Assist students in understanding their home, by using place-based learning concepts, aimed at connecting schools and students to local ecosystems, local industries, and local communities.
3. Build student environmental understanding around three major points of focus – human impact on the environment, human responsibility to the environment and differing human perspectives.
4. Use the Bluewater Association for Safety, Environment, and Sustainability (BASES) model coupling environmental science, workplace health and safety, and emergency preparedness to grow educational partnerships between the Conservation Authority, local industries, local school boards, schools, teachers, and students.

The new concept is scheduled to be presented to the SLEA Board of Directors this September.

### **Plains Midstream Canada:**

The SCRCA will again be receiving \$5,000 in funding from Plains Midstream Canada to support the “Spring Water Awareness” program delivered to elementary students (JK - Grade



6) in 2022. This program is offered in March every year and teaches children about the hazards and dangers associated with spring snow and ice melt along streams and rivers.

**Friends of the St. Clair River (FOSCR):**

The Friends of the St. Clair River community group have committed \$4,000 towards delivering the “River RAP” and “Phosphorus 101” education programs to both elementary and secondary school students throughout the 2021-2022 school year.

**Canoe Race Donations (even without a Canoe Race):**

Despite the cancellation of the 2021 Sydenham River Canoe and Kayak Race that raises funds to support conservation education programs, a generous member of the community donated \$1,500 towards the SCRCA conservation education program.

**Other Funding (through the St. Clair Region Conservation Authority):**

**1. Department of Fisheries and Oceans Canada (DFO) – Canada Nature Fund for Aquatic Species at Risk**

The Department of Fisheries and Oceans Canada (DFO) Canadian Nature Fund is providing \$18,000 for the 2022-2023 fiscal year towards the on-going partnership between the SCRCA and Kettle and Stony Point First Nation in developing Species at Risk education programs that pairs western science with Indigenous-based knowledge to students at Hillside Elementary school.

In cooperation with the SCRCA biology department, an application is being submitted that would continue to support programming at Kettle and Stony Point First Nation and the Aquatic Species at Risk education program until 2026 (proposed funding listed below by fiscal year).

**2022-2023** - \$18,000 (confirmed) plus an additional \$27,000 (proposed)

**2023-2024 (proposed)** - \$45,000

**2024-2025 (proposed)** - \$45,000

**2025-2026 (proposed)** - \$45,000

**2. Environment and Climate Change Canada – EcoAction**

Federal funding in the amount of \$5,750 is secured as part of a two-year agreement to support the Phosphorus 101 Conservation education program for the 2021-2022 fiscal year ending March 31, 2022.

**Meeting Date:** November 4, 2021 **Item 9.1 (I)**  
**Report Date:** October 20, 2021  
**Submitted by:** Natasha Pozega

**Subject:** St. Clair River Area of Concern Update

---

### **Recommendation:**

That the Board of Directors acknowledges the report dated October 20, 2021 on the St. Clair River Area of Concern (AOC).

### **RAP Coordination**

This year, the process for applying for ECCC funds to support RAP Coordination has changed to a multi-year bid. The request for proposals was announced on September 21<sup>st</sup> with a November 1<sup>st</sup> deadline. Completion of the bid has been top priority in October. A successful bid will secure partial funding for the project through to the end of March 2024.

### **Meetings**

Canadian RAP Implementation Committee (CRIC)

- Next Meeting: TBD

Friends of the St. Clair River (FOSCR)

- September 28, 2021
- Next Meeting: TBD

Binational Public Advisory Council (BPAC)

- August 19, 2021 – Teleconference
- Next Meeting: TBD

### **Outreach and Engagement**

The Friends of St. Clair River and the RAP Office continue to partner on the production of St. Clair River News, a free monthly E-Newsletter. The goal of this newsletter is to increase awareness and engagement in the Area of Concern and highlight environmental initiatives happening in the region.

Links to Recent Newsletters:

- [August 2021 E-Newsletter](#)
- [September 2021 E-Newsletter](#)
- [October 2021 E-Newsletter](#)

Each of the past newsletters can be viewed at [friendsofstclair.ca/about-us/newsletters/](http://friendsofstclair.ca/about-us/newsletters/).

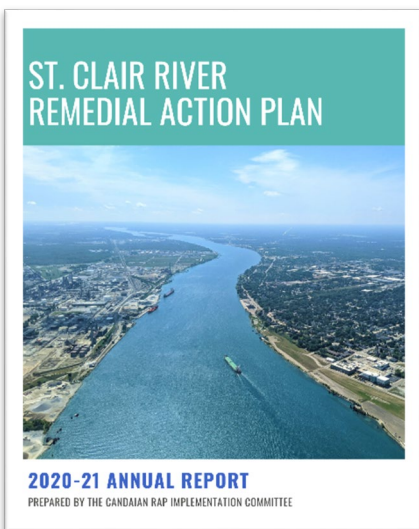


Figure 1: St. Clair River AOC Annual Report Cover

The first draft of the 2020-2021 St. Clair River Area of Concern Annual Report is complete and under review. The report highlights some of the key accomplishments for the year, including:

- Redesignation of BUI 4: *Fish Tumours and Other Deformities*,
- AOC Science Symposium Virtual Information Series,
- AOC Story Map,
- New monthly E-Newsletters,
- AOC Video

This is the first Annual Report for the St. Clair River Area of Concern.



Figure 2: Social media flyer promoting Fish Consumption Survey

The angler survey for the St. Clair River Area of Concern continues to be conducted. The first round of raffle winners was announced on October 1, 2021 and provided 3 lucky individuals with \$100 Gift Cards to The Outdoorsman hunting and fishing store in Sarnia, ON. This survey supports the advancement of BUI 1- Restrictions on Fish and Wildlife Consumption and was identified as a deliverable in the 2017-2022 St. Clair River Area of Concern Workplan. The survey can be completed at [friendsofstclair.ca/fishsurvey/](http://friendsofstclair.ca/fishsurvey/).



Figure 3: Event Flyer for the Virtual Information Session on Fish and Wildlife Populations in the St. Clair River.

Due to restrictions associated with the COVID-19 pandemic, the St. Clair River Science Symposium was converted to a 3-part virtual series for 2021-22. The second session was delivered via Zoom Webinars on October 20, 2021 from 7pm-8pm. This presentation included an opening and closing prayers by members of Walpole Island First Nation, an AOC 101 presentation by Natasha Pozega, RAP Coordinator, a feature presentation on *Fish and Wildlife Populations in the St. Clair River* by April White, Environment and Climate Change Canada, and question and answer period with professional panelists Giuseppe Fiorino, Habitat Ecologist and Shane DeSolla, Ecotoxicologist, both with Environment and Climate Change Canada. The session recording and question and answers will be made available to the public at [friendsofstclair.ca/symposium](https://www.friendsofstclair.ca/symposium).

### Strategic Objectives(s):

Goal 2 – Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes.

**Meeting Date:** November 4, 2021  
**Report Date:** October 18, 2021  
**Submitted by:** Greg Wilcox

**Item 10.1**

**Subject:** Selection of Highland Glen Boat Ramp Committee members

---

**Recommendation:**

That the Board of Directors select the Highland Glen Boat Ramp Committee members.

**Background:**

In September 2021, the Board of Directors approved the formation of a Highland Glen Boat Ramp Committee with the following motion.

*BD-21-85*

*Dennis – Miller*

*That the Board of Directors form a Highland Glen Boat Ramp Committee, working with staff to evaluate options, evaluate the funding model, and develop recommendations for the full Board's review and further that the Committee be comprised of the Chair, Vice Chair and one representative from each of Sarnia, Plympton-Wyoming and Lambton Shores, as well as three representatives from the remaining municipalities.*

**Meeting Date:** November 4, 2021  
**Report Date:** October 21, 2021  
**Submitted by:** Girish Sankar

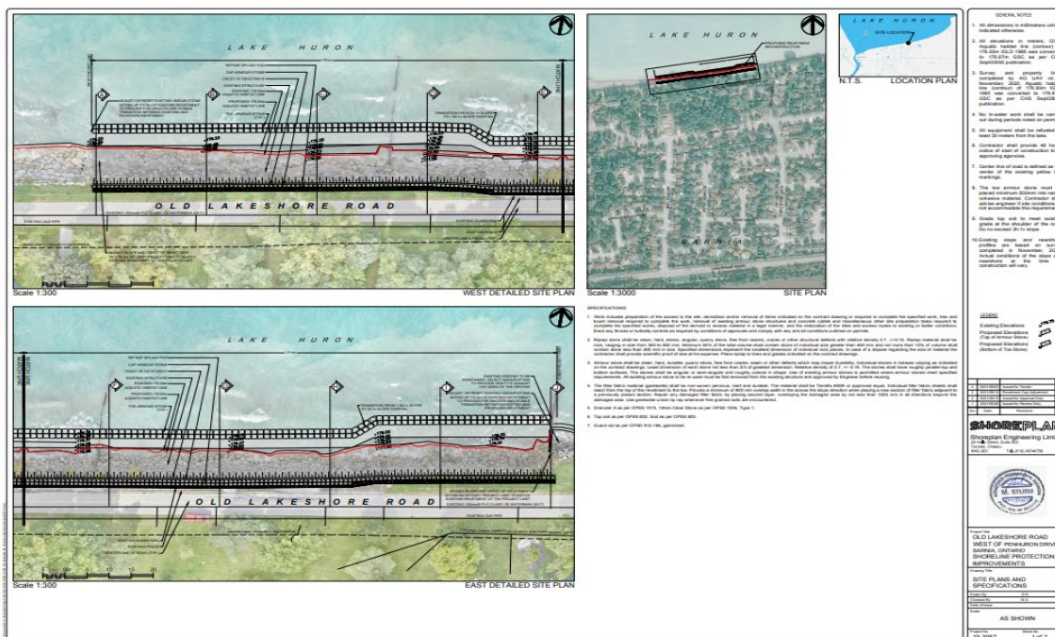
**Item 10.2**

**Subject:** Shoreline Projects

## Recommendation:

That the Board of Directors acknowledges the report dated October 21, 2021 on the ongoing Shoreline projects across the watershed and further approves the General Manager to award the tender to the preferred contractor and sign necessary contracts, subject to confirmation that all costs to undertake the work will be covered through the available funding.

## Old Lakeshore Road near Penhuron Drive Shoreline Improvements



Shoreline design

- Tenders were reviewed in September 2021
- Tender documents were forwarded to Pre-Qualified contractors on Friday, Oct 15, 2021
- Tenders close at 2:00 pm on November 1, 2021
- All permits have been obtained
- An evaluation team (SCRCA, City of Sarnia, Shoreplan Engineering) will reviewing the submissions.
- Following are the list of contractors pre-qualified for Lake Huron shoreline projects

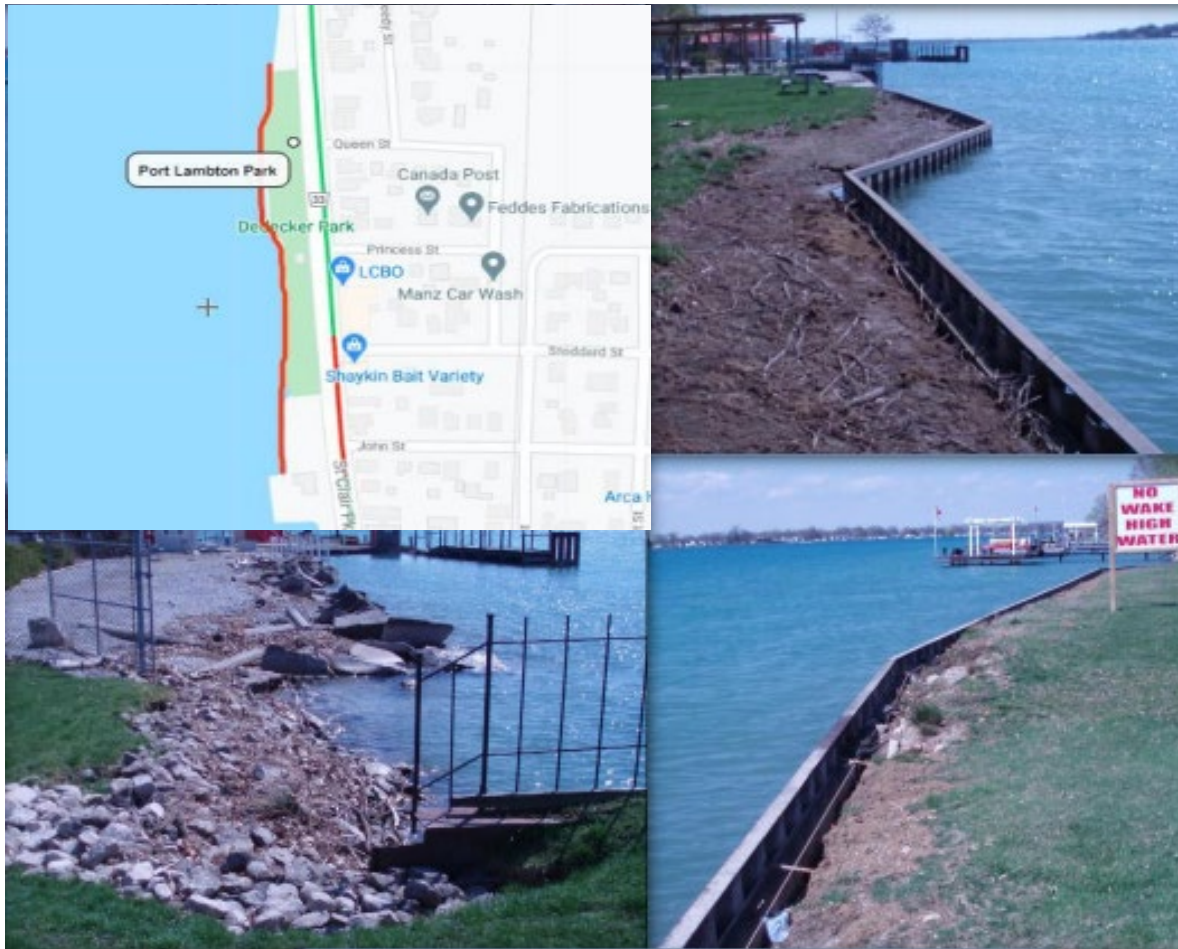


Name of Construction Company	
South Shore Contracting	R & M construction
Van Bree Drainage and Bulldozing Limited	Ontario General and Marine Construction
Facca Incorporated	Atlantis Marine Construction Canada

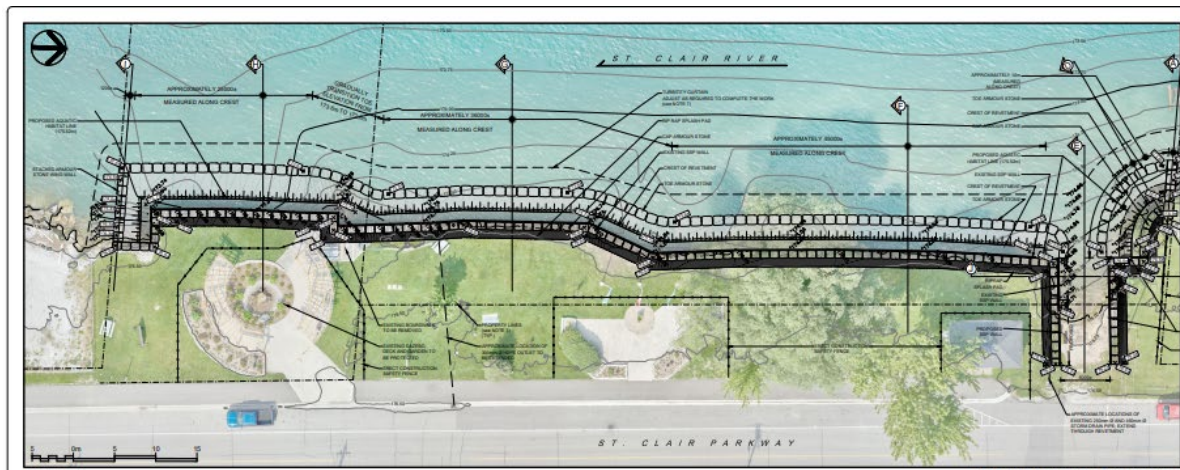
- Shoreline work in this section is expected to start January 2022.

### Port Lambton Park Shoreline project

The project site is in Port Lambton along the east shore of the St. Clair River. The site includes a shoreline starting at the north of Queen Street and stretches south a distance of approximately 240 meters. The current shoreline of the site includes varying structures, steel sheet pile, steel sheet pile wall supported by timber piles, concrete rubble, stacked concrete. The condition of the shoreline is poor and needs restoration.



Port Lambton Park – Location and Erosion issues



- GENERAL NOTES**
1. All dimensions in millimeters unless indicated otherwise.
  2. All structures in meters, NAD83 (CGRS, GDA95) and the IRTV20 grid zone.
  3. Topographic and bathymetric survey and completed by AG LHM in 2017. © 2017 AG LHM. Owner to establish property lines prior to start of construction.
  4. No in-water work shall be carried out during periods noted on permits.
  5. All equipment shall be released at least 30 meters from the lake.
  6. Contractor shall provide 48 hours notice of start of construction to all adjoining properties.
  7. Work may be completed in segments to ensure stability during any extensive active work area.

**LEGEND**

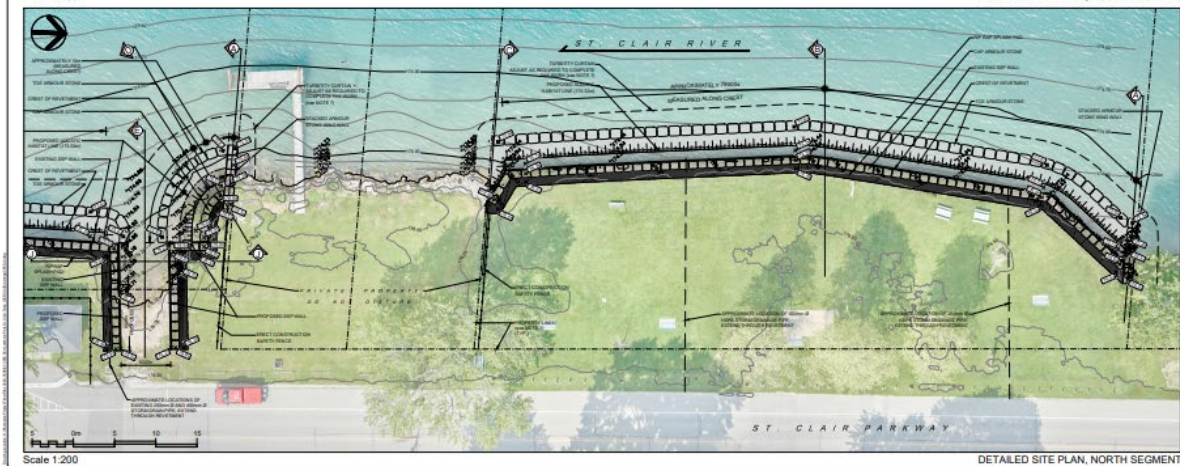
Existing Elevations	
Proposed Elevations (Top of Structure)	
Proposed Elevations (Bottom of Toe Slab)	

NO.	DATE	DESCRIPTION	BY	CHKD.
1	21-05-2021	ISSUED FOR PERMIT	AS	AS

**SHORT PLAN**  
 Shoreplan Engineering Limited  
 21 Mill Street, Suite 200  
 Port Lambton, Ontario N4C 1K7  
 Tel: 519-884-4716  
 Fax: 519-884-4718



Project No: PORT LAMBTON PARK (SECKER PARK)  
 PORT LAMBTON  
 SHORE PROTECTION  
 REVITALIZATION  
 DRAWING NO: DETAILED SITE PLANS  
 Scale: 1:200  
 Date: 21-05-2021  
 AS SHOWN  
 Project No: 21-3555 Sheet No: 1 of 2



### Port Lambton Park – Shoreline design

- Design work is complete
- Permit process ongoing
- Consultant preparing draft tender
- Construction expected to start early 2022



**Meeting Date:** November 4, 2021  
**Report Date:** October 21, 2021  
**Submitted by:** Girish Sankar

**Item 10.3**

**Subject:** Disaster Mitigation and Adaptation Fund – Intake 2

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**Recommendation:**

That the Board of Directors acknowledges the report dated October 21, 2021 on the list of projects submitted through the Disaster Mitigation and Adaptation Fund (DMAF) - intake 2 for shoreline restoration along Lake Huron and St. Clair River.

**Background:**

The Government of Canada launched the Disaster Mitigation and Adaptation Fund (DMAF), a national merit-based program that will invest \$1.375 billion to support wildfire mitigation activities, rehabilitation of storm water systems, and restoration of wetlands and shorelines. DMAF projects will support the Government of Canada's objectives laid out in the Pan-Canadian Framework on Clean Growth and Climate Change.

Over the past 3 decades, the St. Clair Region Conservation Authority has completed numerous shoreline protection and erosion control Projects along the Lake Huron and St. Clair River.

Several reaches of the existing shoreline appear in a state of disrepair. High winds, ice jams and significant rain events continue to pose a threat to the condition of shoreline. In the last few years, a number of shoreline failures have occurred along Lake Huron and St. Clair River, and this is threatening the existing public and private infrastructure (School, Roads and Parks). In addition, the torn pieces of the existing retaining wall is a safety concern to children, pets and the users of the shoreline.

This project is geared to provide shoreline protection for select locations along Lake Huron and St. Clair River. This shoreline protection will protect critical Municipal Infrastructure of the City of Sarnia and St. Clair Township.

Shoreline rehabilitation work to protect public infrastructure, thereby building resilience to climate change, natural hazards and extreme weather events.

- 1) Review priority areas of shoreline failure
- 2) Design effective shoreline protection measures
- 3) Prioritize shoreline implementation based on severity of shoreline damages and proximity to Municipal infrastructure
- 4) Implement shoreline protection measures
- 5) Inspect and Monitor construction of shoreline works

## **Financial Impact:**

The total cost of this project is estimated to be \$23,630,000.

The funding distribution is 40 - 60%, with 60% of the costs to be matched by the Municipality. If SCRCA is successful in receiving the funds, we will require matching funds from municipalities in the magnitude of \$14.18 million dollars over 10 years or 1.42 million every year. SCRCA will apply for other shoreline grants to assist with Municipal contributions.

1) City of Sarnia Projects - \$15,830,000 (Total Project cost)

- a. Old Lakeshore road - Telfer to Mike Weir Park
- b. Old Lakeshore road - Kenwick to Wildwood Park
- c. Blackwell side road
- d. Christina street north

2) St. Clair Township - \$7,800,000 (Total Project cost)

- a. Corruna pumping station
- b. Water Street – Sombra
- c. North of Seagar Park

SCRCA staff will continue to work with the Municipal staff.

The main benefits of the undertaking are:

- Building resilient shoreline communities
- Prevention of further erosion and river sedimentation
- Improvement of the general appearance of the area
- Control of loss of land in this area
- Elimination of hazards associated with existing dilapidated structures
- Improvement of public access to the waterfront

**Meeting Date:** November 4, 2021 **Item 10.4**  
**Report Date:** October 21, 2021  
**Submitted by:** Melissa Levi and Myra Spiller

**Subject:** Conservation Education Progress Report

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**Recommendation:**

That the Board of Directors acknowledges the Conservation Education Progress Report dated October 21, 2021, and approves the recommended changes to the SCRCA Conservation Education fees, as follows:

1. \$400.00 minimum program fee for full day field trips (4 hours),
2. \$500.00 webinar program fee for 1-hour session, and
3. Offer 'Virtual Field Trips' to the community free of charge.

**Strategic Objectives(s):**

Goal 3 – Provide recreation and education opportunities for the public to enjoy and learn from our natural environment.

**Financial Impact:****Explanation of Recommended SCRCA Conservation Education fee Changes****Minimum Program Fee for Full Day Field Trip of \$400.00.**

Currently there is no clearly stated 'minimum fee' for schools participating in a full-day program (4 hours). The minimum fee for a half-day program (2 hours) is based on a minimum of 20 students participating. The \$400/full-day minimum fee aligns with this 20 student minimum.

NOTE: this is not a change in fee, just a clarification.

**Webinar Program Fee of \$500.00/1 hour session**

The Conservation Education team has been approached by the Lambton Kent District School Board to deliver Webinar-style programming for virtual students. This style of program allows multiple classes to connect with SCRCA Education staff virtually. Since there is a potential for multiple classes to join the session, as opposed to the usual of only one class per session, a larger fee is required. By delivering Webinar Programs, the SCRCA will receive benefits beyond the \$500 fee including increased exposure to a wider range of teachers, students and families, and the potential for future field trip bookings.

**Offer 'Virtual Field Trips' to the community Free of Charge**

Virtual Field Trips created during spring, 2020 in response to the initial COVID-19 lock-down, were initially free. For the 2020-2021 school year, a 'Subscription Fee' was charged. Now that traditional field trips are resuming, it would be beneficial to release the Virtual Field Trips as a

free resource, helping to enrich teachers' lessons in the classroom. This would augment student learning and connection to the watershed, and increase SCRCA exposure to more teachers, students, and parents, potentially increasing future field trip, school yard and live-stream program bookings.

## **Fall Education Program Summary**

### **Field Trips**

Staff are excited to welcome students back into the Lorne C. Henderson Conservation Area for in-person field trips once again! Many teachers booked early in the fall; to date there have been 400 field trip participants, with an additional 600 participants registered for programming before the end of 2021.

### **Nature in Your Neighbourhood**

Some teachers and/or schools prefer to have Conservation Educators visit their school yards this fall. To accommodate the needs of the schools and students, the SCRCA Education team will be offering Nature in your Neighbourhood School yard programming again this fall, with an estimated total of 650 participants.

### **Live-Stream with a Naturalist**

This program option continues to be a popular choice, especially with schools outside of our watershed. Many school boards in the province continue to restrict traditional field trips or schoolyard visits and Live-Streams give these classes the best opportunity to connect with nature. This program choice is popular with French Schools, as there are very few bilingual Conservation Education Program options. The SCRCA Education team anticipate connecting with approximately 350 students and teachers via Live-Stream this fall.

## **Sponsored Education Program Updates:**

### **Bluewater Association for Safety, Environment and Sustainability (BASES – formerly SLEA) Programming**

Discussion continue with BASES (formerly SLEA) to provide \$30,000 in funding to deliver Conservation Education in-school programming. As part of the transition from SLEA to BASES, the sponsor has requested the development of new programming to better align with the organization's broader goals. Program development is underway; the new program is geared to Kindergarten and grade 1 students. This program, titled 'My Environment' will focus on; Air and Water in the local environment, human impacts (both positive and negative), and the community helpers working to protect Nature. Teachers are eager to book the new program; program delivery is anticipated to begin in January 2022.

### **Phosphorus 101, River Rap, Aquatic Species at Risk, Watershed 101, and Spring Water Awareness Program**

Schools in the Lambton Kent and St. Clair Catholic District School Boards are currently allowing educational visitors into their schools. The Education Team is hopeful to begin in-school sponsored programming this fall. Two schools have already booked in-school

Conservation Education sessions. The SCRCA Education team is hopeful to resume 'regular' in-school sponsored programming from December, 2021 through March, 2022.

### **Kettle and Stony Point First Nation – Canadian Nature Fund, Year 3**

#### **Land-Based Education Project**

The relationship between Conservation Education Staff and Hillside School staff at Kettle Stony Point First Nation continues to grow. Education staff have been invited to partner with Hillside school in the co-creation of a Land-Based Education Program. Education Staff are visiting Hillside school 1 day per week for the duration of the 2021-2022 school year. This means each student will participate in a hands-on, outdoor education program with St. Clair Staff once every 3<sup>rd</sup> week. In the spirit of partnership, Education staff are invited to learn from the teachers at Hillside school, expanding knowledge and capacity around topics such as Ojibwee Language, Traditional Knowledge, Indigenous World View, Initial Instructions, and the Roles and Responsibilities of Anishinabek People.

#### **National Day for Truth and Reconciliation**

Conservation Education Staff were invited to participate in 'Orange Shirt Day' activities and ceremonies in the community of Kettle Point. This created an opportunity to grow knowledge, while strengthening partnerships and community participation. During the day, SCRCA Staff joined the students to learn from Residential School Survivors, Second Generation Survivors, Knowledge Keepers and Community Elders.

**Meeting Date:** November 4, 2021 **Item 11.1**  
**Report Date:** October 22, 2021  
**Submitted by:** Melissa Deisley, Director of Planning & Regulations

**Subject:** Planning & Regulations Fee Schedule 2022

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**Recommendation:**

That the Board of Directors approve the Planning & Regulations Fee Schedule for 2022.

**Background:**

Further to the Board Meeting August 20, 2021, the Board passed a motion as follows:

***That the Board of Directors acknowledges the presentation of the Planning Department Service Delivery Review Report provided by Tim Dobbie Consultants Ltd. And further that staff be directed to include the report recommendations in the draft 2022 budget.***

Recommendations from Tim Dobbie Consultants Ltd report include:

5.2 – That the Board of Directors of the St. Clair Region Conservation Authority support increasing the capacity of the complement of staff from the current six to nine. The timing of these three staff joining the SCRCA would be subject to the appropriate funding.

5.3 – That the Board of Directors of the St. Clair Region Conservation Authority direct staff to consider the cost associated with the addition of 3 new technical employees and other corporate priorities to be funded by increases in both the levy and fees in the draft 2022 and 2023 budget.

Through the discussions during the August 20<sup>th</sup> Board Meeting, it was brought forward that fees should be increased greater than 10% to reflect the increase in development and paid for by the developer. With this in mind, we have proposed an increase in the fees as follows:

- 10% Increase in fees that are generally only used for private individual landowners (i.e. construction of a new single-family dwelling, accessory structure, minor variance comments, etc.). These are highlighted in yellow on the attached fee schedule.
- 15% Increase in fees that could generally be used for both private individual landowners, as well as developers (i.e. review of coastal, geotechnical or engineering studies, minor zoning by-law or official plan amendments, and pre-consultation fees). These are highlighted in green on the attached fee schedule.

- 20% Increase in fees that are generally only used for developers/major development. (I.e. Reviewing Environmental Impact Studies, Stormwater Management Plans, major Zoning By-Law Amendment, Official Plan Amendment, or Site Plan Approval, and Draft Plans of Subdivisions/Condominiums). These are highlighted in blue on the attached fee schedule.

Staff forecasted a predicted increase in fee revenue of approximately \$34,000 for 2022, based on the fee revenue received for the first 6 months of 2021. It is important to note that the amount of revenue generated is entirely dependent on the number of applications we receive, and particularly the number of applications that are related to major development (i.e. subdivisions, etc.). In addition, major development files can often stretch over multiple years, where payment is received at the beginning of the process, but staff time is required at multiple stages of review. In recommending the rates and proposed increases on the 2022 fee schedule, staff have also taken into consideration local Municipality's development review fees, and those of the neighbouring Conservation Authority's development review fees to ensure some level of consistency.

The Planning & Regulations department has always been funded through a balance of fee revenue and levy. With increasing development within the watershed, it is important that the cost of staff time and resources is offset by the site-specific development fees, however the development process ties into the development and review of broader scale plans which cannot be covered by developer fees.

Some of the larger-scale policy review aspects that the Planning & Regulations Department is involved with include Official Plan Review, Zoning By-Law Review, Shoreline Plans, Comprehensive Studies and Compensation Plans. These must be reviewed at a broader scale, as they impact the communities and watershed as a whole. In 2021, SCRCA Planning staff have provided input towards five Municipal Official Plan Updates and one County Official Plan Update.

As a public sector organization, the SCRCA Planning & Regulations staff provide a number of pre-consultation services to the public including fielding calls regarding violations, neighbour complaints/disputes or inquiries, walking landowners through finding information on the website, and general information sharing with the public and other Conservation Authorities. As a first step, staff often work with landowners to redirect development outside of hazardous or regulated areas, such that the ultimate proposal does not require a permit, but also does not result in fees being charged. The proposed 10% levy increase to the Planning & Regulations Department would help support an additional staff member to better increase our level of customer service to the public and Municipalities, while the increase in the fees as noted above would help to ensure that cost recovery for staff time and resources is better reflected, especially for large scale development.

The fee schedule is revised annually by the Authority's Board of Directors. If an applicant has concerns with a fee charged, they have the right to appeal to the Authority's Board of Directors after the fee has been paid. To appeal a fee which has been charged, the applicant must submit a written request to the Authority's Board of Directors via the General Manager outlining their concerns with the fee charged. Written concerns should be submitted to [stclair@scrca.on.ca](mailto:stclair@scrca.on.ca). The decision to revise the fee will be made by the Authority's Board of Directors via an impartial review by the General Manager and Director of Finance. This is in accordance with the MNR/CO Policies and Procedures for Charging of CA Fees, 1997 and the SCRCA Fee Administration Guidelines.

Administrative Fees	2021	2022
Processing Fee	\$120.00	\$140.00
Legal Inquiries	\$200.00	\$220.00
Site Inspection/Meeting Attendance	\$220.00	\$255.00
Technical Report Review	2021	2022
Includes initial review of complete report; review of revised reports are subject to surcharge. Technical Report Review fees are in addition to application fees.		
<b>Terms of Reference<sup>1</sup></b>	\$360.00	\$435.00
<b>Engineering Study/Technical Report</b> (floodline, geotechnical, meander belt, slope stability, natural heritage, coastal <sup>2</sup> )		
Standard	\$400.00	\$460.00
Major - Complex features, potential impact	\$700.00	\$840.00
<b>Environmental Impact Study / Development Assessment Report</b>		
Minor - limited assessment required, adjacent to feature	\$880.00	\$1,060.00
Standard - scoped technical assessment, adjacent or within feature	\$1,650.00	\$1,980.00
Major - comprehensive technical assessment, adjacent or within feature	\$4,180.00	\$5,020.00
Mitigation / Monitoring Report	\$660.00	\$795.00
<b>Hydrogeological Assessment</b>	\$1,320.00	\$1,585.00
<b>Stormwater Management Plans</b>		
Preliminary Concept	\$330.00	\$400.00
Detail Design	\$640.00	\$770.00
<b>Additional Review of Revised Report</b>	25% Surcharge	25% Surcharge

<sup>1</sup>Terms of Reference fee is reduced from the Technical Report Review fee.

<sup>2</sup>SCRCA will generally require shoreline development to be reviewed by the Conservation Authority retained coastal engineer. Costs for review are to be borne by the proponent. In this case, a Technical Report Review fee would not apply. As per Board of Directors approval November 10, 2016.



Fees are per application unless otherwise noted. Applications are assessed for Natural Hazard and/or Natural Heritage features and fees will be charged accordingly.		
	2021	2022
Pre-consultation/Property Inquiry <sup>3</sup>	\$240.00	\$280.00
<b>Natural Hazards</b>		
Minor Variance (Waterfront <sup>4</sup> 2x)	\$200.00	\$220.00
Severance (per lot created; Waterfront <sup>4</sup> 2x)	\$275.00	\$305.00
Site Plan Approval	\$270.00	\$325.00
Major - large scale, complex features, requiring technical studies.	\$635.00	\$765.00
Zoning By Law Amendment	\$280.00	\$325.00
Major - large scale, complex features, requiring technical studies.	\$420.00	\$505.00
Official Plan Amendment	\$280.00	\$325.00
Major - large scale, complex features, requiring technical studies.	\$425.00	\$510.00
<b>Natural Heritage</b>	<b>2021</b>	<b>2022</b>
Minor Variance	\$330.00	\$365.00
Severance (per lot created)	\$500.00	\$550.00
Site Plan Approval	\$410.00	\$495.00
Major - large scale, complex features, requiring technical studies.	\$830.00	\$1,000.00
Zoning By Law Amendment	\$500.00	\$575.00
Major - large scale, complex features, requiring technical studies.	\$830.00	\$1,000.00
Official Plan Amendment	\$500.00	\$575.00
Major - large scale, complex features, requiring technical studies.	\$830.00	\$1,000.00
<b>Draft Plan of Subdivision/Condominium</b>		
< 20 Units	\$1,330.00	\$1,600.00
21-50 Units	\$2,725.00	\$3,270.00
> 50 Units	\$3,630.00	\$4,360.00
Additional Natural Heritage Fee		
< 20 Units	\$600.00	\$720.00
21-50 Units	\$1,200.00	\$1,440.00
> 50 Units	\$1,800.00	\$2,160.00
Clearance of Conditions (per condition)	\$265.00	\$320.00
Redline Revision (applicant initiated)	25% of initial fee	25% of initial fee
<sup>3</sup> This fee will be deducted from the application fee when a formal application is submitted.		
<sup>4</sup> Waterfront includes properties within the Shoreline Hazard along Lake Huron, St. Clair River, Chenal Ecarte and Lake St. Clair.		

### Ontario Regulation 171/06 Review Fees

Application fees are applied per works/project.

	2021	2022
Property Inquiry <sup>5</sup>	\$240.00	\$280.00
<b>Application Fees</b>		
<b>Routine Permit</b>		
Limited review, minor in nature relative to cost, location, or impact	\$215.00	\$240.00
<b>Minor Permit A</b>		
Small scale, and/or consistent with policy	\$425.00	\$470.00
<b>Minor Permit B</b>		
Medium scale, primary structures, and/or consistent with policy	\$660.00	\$730.00
<b>Major Permit</b>		
Large scale, requiring technical studies, and/or inconsistent with policy	\$1,120.00	\$1,235.00
<b>Drainage Act Review<sup>6</sup></b>		
<b>DART Review</b>		
Minor - project value under \$500.00	\$60.50	\$65.00
Standard	\$330.00	\$380.00
Major - wetland	\$840.00	\$1,010.00
<b>Engineer's Report Review</b>	\$425.00	\$510.00
<b>Other Fees</b>		
<b>Aggregate Resources Act review</b>	\$2,795.00	\$3,355.00
<b>Environmental Assessment Act</b>		
Standard	\$2,795.00	\$3,355.00
Major	\$6,985.00	\$8,385.00
<b>Commercial Renewable Energy Projects</b>	Double	Double
<b>Golf Course Development/Realignment</b>	\$840.00	\$1,010.00
<b>Hearing Request</b>	\$700.00	\$805.00
<b>Application Revisions and Permit Revisions/Extensions</b>	\$120.00	\$135.00
<b>Applications for Work Proceeded without Authorization</b>	Double	Double

<sup>5</sup>This fee will be reduced from the application fee provided no change has occurred in the proposal and the application moves forward within a 2 year limit.

<sup>6</sup>If an Ontario Regulation 171/06 application is required for a drain enclosure, or works within or adjacent to a wetland additional fees, as appropriate, may be charged. Section 76 reports are exempt.

**Meeting Date:** November 4, 2021 **Item 11.3**  
**Report Date:** September 20, 2021  
**Submitted by:** Ashley Fletcher

**Subject:** 2022 Tentative Schedule of Meetings

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Board of Director and Executive Committee meetings are held at the Administration Office at 10:00 a.m., with the exception of the February annual general meeting (rotating locations within the watershed) and the June meeting which follows the Project Tour.

This is a tentative schedule and circumstances may necessitate changes. Accordingly, these dates should be confirmed with the Administration Office prior to the meeting date.

**Board of Directors Meetings:**

- February 24 (4<sup>th</sup> Thursday) - Annual General Meeting (Point Edward, ON)
- April 21 (3<sup>rd</sup> Thursday)
- June 23 (4<sup>th</sup> Thursday)
- September 15 (3<sup>rd</sup> Thursday)
- November 10 (2<sup>nd</sup> Thursday)
- December 8 (2<sup>nd</sup> Thursday)

**Committee Meetings:**

**Executive Committee**

- At the call of the chair.
- February 10 (2<sup>nd</sup> Thursday) – Audit Review & Recommendation

**Flood Action Committee – Wallaceburg Municipal Centre**

- January 13 (2<sup>nd</sup> Thursday) and at the call of the Chair

**Low Water Response**

- May 19 (3<sup>rd</sup> Thursday) and at the call of the Chair

**Nominating Committee**

- At the call of the chair.
- Potentially prior to the February 11 Executive Committee Meeting

**Sunset Committees (dates TBD):**

- Planning Procedural and Technical Guidelines Committee
- Watershed Management Plan Committee
- Highland Glen Boat Ramp Committee

**Meeting Date:** November 4, 2021 **Item 11.4**  
**Report Date:** October 21, 2021  
**Submitted by:** Tracy Prince

**Subject:** Admin Manual Policy – Acting GM

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### **Recommendation:**

That the Board approves the definition and process for appointments to be added to the Administration Policy manual.

### **Background:**

Due to unforeseen circumstances it was determined that there was no clear process or definitions in our Administration manual to deal with an appointment of a GM/CAO in the event that the current GM/CAO could not appoint.

The below policy also addresses two areas that may be overlooked, the appointment of the Secretary Treasurer role is identified separately in the CA Act and if not specified in the Board Motion is not assigned automatically. The signing authority of SCRCA & SCRCA, would not be assigned in a temporary or acting position due to the process to have signatories added at the bank and also requires a separate Board Motion.

The below definition provides a clearer expectations of the role Acting GM/CAO it maybe updated periodically to ensure business continuity and outline expectations by the GM/CAO.

### **For addition to the Administration Manual:**

#### **Definition and Policy for Acting General Manager:**

An Acting General Manager (GM)/CAO under normal circumstances (i.e. for vacation coverage) will be selected and appointed by the GM/ CAO.

In the event of the resignation, termination, death, disability or otherwise unavailability of the GM/CAO, the Authority Chair will appoint an Acting GM/CAO within five (5) business days.

#### **Role of the Acting GM/CAO:**

- The Acting GM/CAO would include Acting as the Executive Director of the Foundation.

- Limited to overseeing daily operations of the organization, ensuring day to day operation continue as per status quo, signing of standard contracts in the works/process as necessary.
- Ensuring that Board Approved policy and procedures are followed.
- Attend meetings as required, representing as Acting GM/CAO, provide updates on those meetings when necessary.
- May not bind the corporation to additional new contracts outside regular course of business, unless approved by Board.
- May not change policies or procedures unless required by law.
- Must educate themselves on Board procedures (i.e. Robert's Rules, parliamentary procedures etc.) for both the Authority and the Foundation.
- The Acting GM/CAO will not receive additional compensation unless duties are expected to extend over 6 months. If applicable, compensation will be temporary in nature and limited to a maximum of 5% over current rate of pay.
- May not hire or fire employees without previous consent or Board Approval.
- During the GM/CAO acting term, contract employee extension may occur if the funding of the position is identified and available.
- Signing authority does not automatically transfer to an Acting GM/CAO. The Director, Finance is a signing Officer with the Chair and Vice Chair for St. Clair Region Conservation. In the absence of the CAO/GM, the Director of Finance has final decision-making responsibility for matters within the CAO/GM's purview.

The Secretary Treasurer role must be appointed separately by Board Motion.

**Role of Secretary Treasurer:**

As per the Conservation Authority Act: The Secretary Treasurer will be responsible to send minutes of Board meetings, and provide notice of apportionment under the Act.

**Meeting Date:** November 4, 2021  
**Report Date:** October 21, 2021  
**Submitted by:** Tracy Prince

**Item 11.5**

**Subject:** Admin Manual Policy – Vaccination Policies – Employees & Board Members/Directors

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### **Recommendation:**

That the Board of Directors acknowledges and supports the draft COVID-19 Vaccination Policies and supporting documents, as presented and further approves implementation of these two policies effective \_\_\_\_\_. Further directs staff to develop policies for visitors and contractors.

### **Background:**

On August 24, 2021 the Ontario Government amended *O. Reg 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step (“Regulation”)*. The amended Regulation now includes a requirement that businesses comply with any advice, recommendations, and instructions issued by public health officials about vaccination policies. In the wake of this amendment, many municipal health officials have issued directives and recommendations on the topic of workplace vaccination policies

### **The Regulation**

Following the recent amendment, the Regulation now requires that open businesses and organizations operate in compliance with “any advice, recommendations, and instructions” issued by the Office of the Chief Medical Officer of Health, or by a medical officer of health after consultation with the Office of the Chief Medical Officer of Health that:

- Requires the business or organization to establish, implement and ensure compliance with a COVID-19 vaccination policy; or
- Sets out the precautions and procedures that the business or organization must include in its COVID-19 vaccination policy.

Practically speaking, the impact of this regulatory amendment is that employers will need to be on the lookout for, and ensure they comply with, any advice, recommendation, or instruction about workplace vaccination policies that may be issued by both provincial and municipal public health officials in the jurisdiction(s) in which they operate.

## **Recommendations from Medical Officers of Health**

A number of medical officers of health across various public health units have now issued some form of “advice, recommendation, or instruction” on the topic of workplace vaccination policies.

Many of our community partners as well as municipalities throughout the province have implemented such a policy. Additionally, Middlesex-London Medical Officer, Lambton County’s Acting Medical Officer of Health has strongly recommended that all employers implement mandatory COVID-19 vaccination policies within their workplaces, subject only to human rights considerations.

Since the start of this pandemic, the health and safety of our employees and the public we serve has been a priority. The SCRCA has followed Public Health guidelines and implemented measures in our workplaces such as wearing masks/face coverings, physical distancing, hand hygiene and increased cleaning practices. However, the COVID-19 virus and its variants continue to present a risk in our community and workplaces.

St. Clair Region Conservation Authority (SCRCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

SCRCA has a duty and commitment to protect the health and safety of its employees and those it supports. SCRCA expects all employees to receive the COVID-19 vaccine, subject to the duty to accommodate under the Ontario *Human Rights Code*.

This Vaccination Policy provides a framework for employees entering SCRCA workplaces regarding COVID-19 vaccination status.

Further to this policy a Board Member, Visitor and Contractor vaccine policy will be develop as we move to reopening and a move to face-to-face meetings.

### **Financial Impact:**

There will be a potential financial impact from employees with exemptions under the Ontario Human Rights Code but this will be limited to \$80 per employee. Additional financial impacts may arise from the resources to monitor and ensure compliance with the policies.

**PURPOSE**

St. Clair Region Conservation Authority (SCRCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

SCRCA expects all employees to receive the COVID-19 vaccine, subject to the duty to accommodate under the Ontario *Human Rights Code*.

This Vaccination Policy provides a framework for those entering SCRCA workplaces regarding COVID-19 vaccination status.

**APPLICATION**

This policy applies to all SCRCA employees.

**EFFECTIVE DATE**

This policy is to take effect immediately.

**POLICY REQUIREMENTS:**

**A. NEW HIRES**

1. All new hires will be required to be fully vaccinated as a condition of employment and provide proof, subject to the duty to accommodate under the Ontario *Human Rights Code*.

**B. EMPLOYEES**

2. On or before December 1, 2021 current employees must:
- (a) Confirm they are fully vaccinated against COVID-19 and provide valid proof of vaccination; or
  - (b) Provide a documented medical inability to receive the vaccine for COVID-19, from as per the OHRC (Ontario Human Rights Commission) policy;



3. Effective, December 16, 2021, employees who are unvaccinated for any reason will be required to participate in regular rapid antigen testing for COVID-19 and provide a digital image of a negative test result (at staff's own cost) to their supervisor via email every Monday and Thursday morning before 8:00 a.m. regardless of the days of the week that the employee is on site that week.

Those who receive a positive rapid antigen screening result must not report to work and must immediately inform their supervisor of the result. The employee is required to immediately self-isolate, book a nasopharyngeal swab (PCR) test at one of the local community testing sites and call their supervisor to report the results upon receipt and to allow the supervisor to begin the contact tracing process as needed. Employees will thereafter follow the direction of the supervisor in terms of next steps depending on the results of the PCR test.

Employee test results will be kept confidential to the supervisor (and in limited need to know circumstances to key managers) and will not be disclosed, except as required for the purposes of implementing and enforcing this policy, staffing, meeting Public Health requirements, and complying with partner directives.

### **C. ACCOMMODATION**

4. SCRCA acknowledges its obligations under the Ontario *Human Rights Code* and will comply with its duty to accommodate in appropriate cases, as outlined in the OHRC policy statement on Covid 19.

5. Current employees and candidates for employment who are not vaccinated due to a medical reason are to provide written proof from a physician or registered nurse in the extended class (Nurse Practitioners) supporting the medical exemption. Current employees and candidates for employment who are not vaccinated due to another protected ground, as set out in the Ontario *Human Rights Code* should advise the Director of Finance, and the employee and SCRCA will follow the requirements of the Ontario *Human Rights Code* with respect to the accommodation process. Employees are expected to cooperate in this process and provide necessary documentation.

Failure by employees to adhere to the requirements of this policy may result in discipline up to and including termination.

This policy and these measures will remain in place until further notice and are subject to change in accordance with Public Health guidelines and directives.

Any concerns or questions related to this Policy should be directed to the Director of Finance.

“full vaccination” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago (by November 15, 2021).

## COVID Rapid Testing Guidelines

### Overview

COVID-19 testing in Ontario has been adapting to meet everyone's needs since the start of the pandemic. Rapid antigen tests are a screening tool that is administered through a nasal swab. The purpose of this guideline is to inform staff of the rapid testing requirements that SCRCA has put in place and includes instruction and guidance on where to get tested, frequency of testing, associated costs, criteria for reimbursement and how to submit test results.

### 1. SCRCA Requirements and Employee Responsibilities

As per the COVID-19 Vaccination policy, SCRCA employees who are not fully vaccinated or do not self-disclose their status are required to:

- Complete rapid antigen screening tests and are expected to get their test result prior to their shift.
- Communicate these results to their supervisor prior to arriving on-site.
- Provide proof of your test results to their supervisor as soon as possible.

Test results are to be sent directly to the staff's supervisor (e.g. print screen on phone or print out) and the record is not to be retained by the supervisor.

Fully vaccinated staff are not required to undergo rapid antigen screening tests, as the overall health and safety risks to those employees are comparatively lower than to those that are not. This practice is consistent with provincial and local Public Health guidelines.

### 2. Supervisor Responsibilities

The Director of Finance will inform supervisors which of their employees will need to complete rapid testing.

Supervisors are to ensure that identified employees:

- Complete the rapid antigen test
- Provide their test result prior to arriving on-site
- Provide proof of their test result

As an employee's vaccination status may change over time, this may impact staff such that they may no longer need to be tested. Director of Finance will monitor this and inform supervisors, as applicable.

### 3. Where to go for Rapid Antigen Testing?

Rapid antigen screening tests are available at selected Ontario pharmacies. After researching many options, this option is the most viable and safe option as testing conducted on site could lead to a possible COVID-19 exposure. It is the employee's responsibility to find a participating pharmacy and inquire whether they accept walk-ins or if an appointment is required.

**Note:** Self-testing or at-home tests purchased online or over the counter will **not** be accepted.

#### 4. Frequency of Testing

Employees that require rapid antigen screening tests are to have them done outside of working hours, within 48 hours of the start of their weekly shift or designated cohort week, regardless of how many days they work in that week. Employee must provide their test results on Monday and Thursday prior to start of their shift.

In the event of an inconclusive result, the employee must not report to work, and obtain an additional test to confirm or deny COVID-19 infection. Important notes:

- Employees who submit false test results will be subject to disciplinary action up to and including termination of employment.
- Rapid antigen tests are less accurate than lab-based PCR tests and thus it is possible that rapid antigen test results could be inaccurate.

#### 5. Costs

The cost for a rapid antigen test at pharmacies is around \$40 per test but this can vary, so be sure to inquire.

##### Exemption

Employees who have a legitimate medical and human rights exemption will be eligible to receive reimbursements for two rapid antigen tests, subject to review.

**Note:** Only rapid antigen tests will be covered. SCRCA will not cover the cost of any other type of COVID test where there is a fee, such as what is required for international travel.

## **Vaccination Policy – Board Members - Draft – October 21, 2021**

### **PURPOSE**

St. Clair Region Conservation Authority (SCRCA) has an obligation to take all necessary precautions to protect the health and safety of its workforce, and recognizes the importance of immunization to reducing the risk of serious infection and transmission of infection among employees and those it supports. To that end, we will strive to do everything we reasonably can to fight COVID-19.

SCRCA expects all Board Members to receive the COVID-19 vaccine.

### **APPLICATION**

This Policy applies to all SCRCA Board Members & SCRCF Directors, attending in-person Meetings.

### **EFFECTIVE DATE**

This Policy is to take effect immediately.

### **POLICY REQUIREMENTS:**

#### **Board Members and Directors**

Will be required to be fully vaccinated as a condition of appointment to the Board and provide proof, within 48 hours of the scheduled in-person meeting. If not fully vaccinated will not be able to attend in-person meetings and will not be entitled to compensation including per diem and mileage.

In the event that you experience any of the COVID-19 identified symptoms as per Ontario Ministry of Health it is your duty to not attend the meeting. If symptoms develop after the meeting you must report your COVID-19 test results to the Board Coordinator for contact tracing purposes immediately.

#### **Important notes:**

Board Members/Directors who submit false test results will be subject to disciplinary action up to and including removal from the Board.

“full vaccination” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days prior to the meeting/event.

September 7, 2021

Item 11.6

St. Clair Conservation Authority  
205 Mill Pond Crescent  
Strathroy, ON N7G 3P9



Attention: Joe Faas, Chair

Dear Mr. Faas:

Due in large part to the ongoing COVID-19 issues, we know that 2022 will be a difficult budget year. Council has requested Administration to submit an inflation-only budget. While we know an inflation only budget can at times be a difficult task, we would request your 2022 budget submission be as lean as possible.

The Executive Management Team has directed all municipal departments and requisitioning bodies to prepare draft 2022 budgets for Council's consideration with a net tax impact not to exceed the Bank of Canada target inflation rate of 3.0%.

**As 2021 inflation continues to exceed the Bank of Canada's long-term target of 2%, we ask that all municipal departments and requisitioning bodies aim towards the Bank of Canada's long-term 2% target and not the 2021 COVID-19 recovery CPI of 3%.**

In order to achieve Council's direction, we are asking your organization to include the following information in your 2022 budget requests:

- a) The **minimum** resources required to deliver the same base level of services that were delivered in 2021.
- b) If a) above is greater than 2021's requirement, please provide descriptions and costings of service level adjustments (in increments of 0.25% of your 2022 request) that Council can consider implementing in order to achieve its budget target.
- c) For any new levels of service or special projects being proposed for 2022, provide the following:
  - a. A detailed description and costing of the proposed service/project.
  - b. Options to offset the additional resources needed by reducing an existing service(s) that is not already included in b) above.

Please be assured that Council is keenly aware of the operating pressures your organization continues to be faced with as you deliver services to the citizens of Chatham-Kent. Today's economic climate is forcing Council to ensure it has all the information required to allocate scarce resources to a myriad of municipal service challenges.

In order to meet our budget time line, we require your 2022 budget proposal, complete with the options described above, by Monday, October 25, 2021.

Thank you for your continued support. If you have any questions or concerns, please do not hesitate to contact Gord Quinton, Chief Financial Officer, [gord.quinton@chatham-kent.ca](mailto:gord.quinton@chatham-kent.ca)

Sincerely,



Don Shropshire  
Chief Administrative Officer  
Municipality of Chatham-Kent  
[don.shropshire@chatham-kent.ca](mailto:don.shropshire@chatham-kent.ca)

- C. Gord Quinton, Chief Financial Officer
- Steve Brown, Director, Budget & Performance Services
- Thomas Kelly, General Manager, Infrastructure & Engineering Services
- Tim Dick, Director, Drainage, Asset & Waste Management



## Staff Report

**Meeting Date:** September 16, 2021 **Item 8.3**  
**Report Date:** July 14, 2021  
**Submitted by:** Greg Wilcox

**Subject:** Removal/Tear Down of the Campbell House Museum from the  
 A.W. Campbell Conservation Area

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### Recommendation:

That the Board of Directors approves the removal of the Campbell House Museum from the AW Campbell Conservation Area

### Background:

The Authority opened the Campbell House Museum in the early 1970's. The house was furnished with items from the late 1800's to look like a typical farmhouse from that period. Display items were obtained through donations. Items were acquired during the 1970's and gift agreements were made with the donors. During the 1970's the museum typically operated a few days per week from May to September. Operating costs were funded through Ontario's Historical and Museums Branch.

At some point in time during the 1980s, the Museum hours of operation changed and it only opened one weekend each year during the Maple Syrup festival. It continued to operate in this fashion until 2001. In 2001, the Museum was broken into and a number of artifacts were stolen. The Museum has not operated since 2001.

An existing memorial plaque is located across the laneway from the Campbell House Museum.

### Safety Concerns:

The Museum building has deteriorated and it is unsafe for public use. Throughout recent years, the building has regularly been broken into during the camping season. Young campers cannot resist getting into and exploring the old building. Unfortunately, this could lead to someone being injured.

### Building Removal Recommended:

The costs to repair the building would be very significant. The Museum has not operated for approximately 20 years and the recommended option is to remove it. The contents of the building have also deteriorated and only a portion of the contents may be salvaged. Staff will contact local museums to determine the level of interest in the salvaged items. Items remaining will be sold via auction with any revenues being used to cover the cost of the demolition.



Staff will contact Brooke-Alvinston to discuss any available opportunities for building use prior to or during removal.

**Removal Steps:**

- Disconnect hydro and install a new outdoor panel to feed the Group C camping area which is currently powered by the panel in the Museum
- Remove historical items and store them in a rented storage container until determination is made on what to do with them
- Contact local museums to determine interest in donation of artifacts
- Sell or dispose of remaining items
- Building demolition and site rehabilitation

**Financial Impact:**

Electrical Work	\$7,500
Storage Container Rental	\$1,200
Demolition and Debris Removal	\$6,500
Site Rehabilitation	\$1,500
Total	\$16,700

Funds to cover costs associated with the removal of the Campbell House Museum will come from the Campground Capital reserve account.



Above: The existing Memorial Plaque



**From:** [Marion Henderson](#)  
**To:** [SCRCA General Inbox](#)  
**Subject:** attention board of directors  
**Date:** Friday, October 29, 2021 12:43:17 PM

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To: Board of Directors of St. Clair Region Conservation Authority

I am writing to you on behalf of our family. We were very upset and shocked to see on facebook this morning that the A.W. Campbell house is destined to be brought down. That house is a piece of history for the area and should NOT be taken down. If repairs had been kept up over the years, like replacing the roof/shingles there would not have been the damage sustained on the inside from the elements and animals taking refuge there. It was so interesting to take our children there when they were young and seeing all the artifacts from days gone by. It should be brought back to life and opened in the summer months for everyone to enjoy once again. If the sugar shack and train station had been kept up to date with repairs they could have remained also. I remember going to craft shows in the train station and watching syrup being made at the sugar shack, things are that now gone. Were any of these things brought before council and the community being brought down??

I am asking that you take back the decision to bring down the Campbell house. I can see from the comments on facebook that I am not alone in this. I am hoping that community support will be able to prove to you that we want this house to remain in the park. The park was donated by A.W. Campbell along with the house and its history should remain intact.

Thank you for your consideration in this matter. We are praying for a good outcome for this old house and piece of history for the community.

Marion Henderson and family

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Item 13.1

October 29, 2021

St. Clair Region Conservation Authority  
205 Mill Pond Cres.,  
Strathroy, ON N7G 3P9  
Attention: Girish Sankar, Acting General Manager

Sent via EMAIL

Dear Mr. Sankar:

Re: Campbell House, A.W. Conservation Area


At the October 28, 2021 regular session of Council, Deputy Mayor Frank Nemcek commented on the recent meeting of the Board of Directors of the SCRCA. His comment that the Board voted 19-1 in favour of tearing down the Campbell House at AW Campbell's Conservation Area was discussed.

Council expressed much concern over removing this piece of Brooke-Alvinston history. There were many local organizations including the Rotary and Brooke Women's Institute that contributed to the upkeep of the house. Council passed a resolution requesting immediate consideration to reverse the decisions to tear the house down and consult with Council in ways to maintain the history of Brooke-Alvinston at the A.W. Campbell Conservation Area.

Council has become aware of the social media posts to support restoration, even just the roof structure to keep the structure in place.

We kindly ask that you delay the demolition of the Campbell House and discuss with Council on avenues to keep the structure at the A.W. Campbell Conservation Area where it was gifted to stay.

Kind Regards,



Janet Denkers  
Clerk-Administrator

C. Frank Nemcek, SCRCA Representative  
Greg Wilcox, Manager of Conservation Areas, SCRCA



**From:** [Carol Watt](#)  
**To:** [SCRCA General Inbox](#)  
**Subject:** A.W. Campbell House  
**Date:** Friday, October 29, 2021 5:20:54 PM

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To the St. Clair Conservation Authority

I am writing in regards to the potential demolition of A.W. Campbell House in Alvinston. This is part of Alvinston 's Heritage, it was a gift that was given as part of the donation that formed the A W Campbell Conservation Area and instead of cherishing it the building was left to deteriorate.

Every effort should be made to keep this important piece of our community. Statistics from the National Trust for Canada state "Over the past 30 years, Canada has lost 23 percent of its historic building stock in urban areas and 21 percent in rural areas. This rate of destruction is disturbing both in terms of lost heritage and increased environmental waste" let's not add to this statistic!

I have many fond memories of going to the conservation area from Brooke Central School and seeing the sugar shack and this building. One has already been lost do not make the same mistake again. Every effort should be made to fundraise and call for volunteers to help with the labour to bring this building back, before deciding to demolish it.

Carol Watt  
Originally from the Alvinston area

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Meeting Date:** November 4, 2021 **Item 13.2**  
**Report Date:** November 2, 2021  
**Submitted by:** Ken Phillips

**Subject:** Update: Request for Minister's Exception

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**Recommendation:**

That the Board of Directors elect a new Chair and Vice-Chair for the remainder of 2021 in order to comply with subsections 17 (1.1) and (1.2) of the Conservation Authorities Act.

**Background:****Conservation Authorities Act (CA Act) Updates**

- February 2, 2021 – Several governance directives proclaimed
- February 22, 2021 – Ministry of Environment, Conservation and Parks (MECP) staff provides a response to request for interpretation regarding whether the newly proclaimed directives were retroactive or from the date of proclamation moving forward
- Although this is not a legal interpretation of the changes to the Act, Conservation Authorities across the Province are requesting exceptions in order to work with the directives from the Province rather than seeking legal interpretation
- April 6, 2021 – As per Board recommendation, a letter was prepared (attached) requesting exception from the Minister of Environment, Conservation and Parks regarding Subsection 17(1.3) of the Conservation Authorities Act. An endorsed covering letter and application was sent outlining the request to permit Chair and/ or Vice Chair terms to be no greater than 2 years, subject to annual elections and subject to nominated candidates other than the immediate past Chair and/ or Vice Chair and that this exception recognizes that the term limits be implemented from the elections of the 2021 Annual General meeting going forward and still further that this be outlined in an update to the Authority's bylaws
- A request for the exception is supported by the following rationale:
  - The Chair and Vice Chair were acclaimed for 2021
  - Previous Chairs have averaged over 6 years in the position at SCRCA and have confirmed that 2 years is not enough time to fully learn all aspects of the position
  - Annual elections of Chair and Vice Chair positions provide a democratic election process for any interested individuals
- October 29, 2021 – A letter (attached) was received from MECP notifying that the request for exception to subsections 17 (1.1) and (1.2) of the CAA was not granted and

and it is further requested that a new Chair and Vice-Chair are elected by the November 4, 2021 Board of Directors Meeting in order to achieve compliance with this direction.



St. Clair Region Conservation Authority  
205 Mill Pond Cres., Strathroy, ON, N7G 3P9  
(519) 245-3710 (519) 245-3348 FAX  
E-Mail: stclair@scrca.on.ca  
Website: www.scrca.on.ca

**Member  
Municipalities**

Township of  
Adelaide-Metcalfe

Municipality of  
Brooke-Alvinston

Municipality of  
Chatham-Kent

Township of  
Dawn-Euphemia

Township of  
Enniskillen

Municipality of  
Lambton Shores

Municipality of  
Middlesex Centre

Village of  
Newbury

Village of  
Oil Springs

Town of  
Petrolia

Town of  
Plympton-Wyoming

Village of  
Point Edward

City of  
Sarnia

Municipality of  
Southwest Middlesex

Township of  
St. Clair

Municipality of  
Strathroy-Caradoc

Township of  
Warwick

April 15, 2021

Minister of Environment, Conservation & Parks  
College Park 5th Flr,  
777 Bay St,  
Toronto, ON M7A 2J3

Dear Minister Yurek,

The Board of Directors of the St. Clair Region Conservation Authority (SCRCA) is respectfully requesting an exception under Subsection 17(1.3) of the Conservation Authorities Act - Chair and Vice-Chair Provisions.

The attached application outlines our request which will provide further clarity to our organization, recognizes the importance of annual democratic elections and permits Chairs and Vice Chairs with unanimous support to continue to provide leadership to our organization.

If you have any questions or require further information, please contact the undersigned at your convenience.

Sincerely,

Joe Faas  
Chair

**Ministry of the Environment,  
Conservation and Parks**

Office of the Minister

777 Bay Street, 5th Floor  
Toronto ON M7A 2J3  
Tel.: 416-314-6790

**Ministère de l'Environnement,  
de la Protection de la nature et  
des Parcs**

Bureau du ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto, Ontario M7A 2J3  
Tél.: 416.314.6790



357-2021-2123

October 29, 2021

Brian McDougall, General Manager  
St. Clair Region Conservation Authority  
[bmcdougall@scrca.ca](mailto:bmcdougall@scrca.ca)

Joe Faas, Chair  
St. Clair Region Conservation Authority  
[Joe.Faas@chatham-kent.ca](mailto:Joe.Faas@chatham-kent.ca)

Dear Brian McDougall and Joe Faas,

Thank you for your application submitted on June 16, 2021 on behalf of the St. Clair Region Conservation Authority (SCRCA) seeking a Minister's exception under the *Conservation Authorities Act* (CAA) relating to chair and vice-chair appointments.

After carefully considering your application regarding the appointment of the chair and vice-chair, I have decided to not grant the SCRCA an exception to subsections 17 (1.1) and (1.2) of the CAA pursuant to my authority under clauses 17(1.3) (a) and (b).

Allowing the SCRCA to annually re-appoint members to the role of chair and vice-chair beyond two consecutive one-year terms does not meet the intent of the changes made through Bill 229, the *Protect, Support and Recover from COVID-19 Act (Budget Measures)*, 2020, to section 17 of the CAA, which was to encourage fuller representation and varying perspectives from participating municipalities in a conservation authority. In this instance, I think it is important for the SCRCA to comply with these requirements and it is not appropriate to grant an exception. As a result I would request that the SCRCA ensure that the necessary steps are taken so that at the next meeting of the SCRCA, which I understand is November 4, 2021, a chair and vice chair can be elected in compliance with the requirements of subsections 17 (1.1) and (1.2) of the CAA. I would ask that once a new chair and vice chair have been elected, that you confirm in writing to the Ministry of the Environment, Conservation and Parks Conservation Authority Office ([ca.office@ontario.ca](mailto:ca.office@ontario.ca)) that the SCRCA has taken the necessary steps to comply with these provisions.

Page 1 of 2

I would ask that you share this correspondence with all members of the SCRCA.

I appreciate the dedication of the SCRCA for its continued work and contributions to protecting people and property from natural hazards, the conservation and management of conservation authority-owned lands, and your role in drinking water source protection. I look forward to continuing to work with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Piccini', with a stylized flourish at the end.

David Piccini  
Minister of the Environment, Conservation and Parks

C: Kirsten Corrigan, Director, Conservation and Source Protection Branch, MECP  
Debbie Scanlon, Manager, Conservation Authority Officer, MECP